

Embassy of India
Tokyo

VACANCY

The Embassy of India, Tokyo is seeking individuals for the post of **MARKETING EXECUTIVE**.

Last date for applying : 07-08-19

Working hours : 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond the prescribed office hours and on weekends/holidays, as and when need arises.

Salary : Starting JPY300,000 with an annual increment of JPY 9000 per year.

Bonus : Twice a year (on completion of 06 months) equivalent to one month of salary

Upper age limit : 35

Qualification Required :

1. Education : Graduate
2. Experience : Preferred in Commercial/Trade related work
3. Language Proficiency : Clear understanding and ability to speak, read and write in English and Japanese
4. Knowledge : Good working knowledge of maintaining an office, organizing papers and files
5. Skills :
 - Ability to analyse economic business trends to identify international business opportunities.
 - Ability to plan and organize programmes for high level visits, business delegations, including events, seminars, workshops and B2B meetings
 - Ability to work independently as well as in a team environment

How to apply:

Interested applicants must submit the following :

1. Cover letter
2. Filled proforma application form
3. Detailed Resume/CV
4. Passport size photograph
5. References

Submit your application to :

Head of Chancery
Embassy of India
2-2-11 Kudan Minami
Chiyoda-ku, Tokyo 102-0074
e-mail : hoc.tokyo@mea.gov.in

Please note:

Only those candidates selected for interview will be contacted

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PROFORMA OF APPLICATION FORM
For the position of Marketing Executive

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
English		
Japanese		
Mention others (if any)		

7. Academic Background:

S.No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date: