

**Embassy of India
Tokyo**

VACANCY

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

Open to: Japanese nationals only

Last date for applying: 31.01.2017

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.

Pay scale: JP¥ 300,000-9,000-435,000-13,050-565,500-16,965-735,150/-.

Qualifications Required:

1. Education: Graduate with Marketing/International Business.
2. Experience: 5 years experience related to Commercial work & Trade.
3. Language Proficiency: Clear understanding and ability to speak, read and write in English. Ability to translate letters/emails from English to Japanese and vice versa.
4. Knowledge: Good working knowledge of maintaining an office, organizing papers and files.
5. Skills: Accuracy and attention to detail a must. Strong PC skill with special emphasis on MS Word and Excel etc.

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:

The Head of Chancery

Embassy of India

2-2-11 Kudan Minami

Chiyoda-ku, Tokyo 102-0074

Email: attadmn@indembassy-tokyo.gov.in

Tel. No.3262-2391 to 97 - (For enquiries between 0930 hrs to 1700 hrs)

Please note:

Only those candidates selected for interview will be contacted

**Embassy of India
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PROFORMA OF APPLICATION FORM
For the position of Marketing Executive

- Name :
- Nationality :
- Date of Birth:
- Current Address:
- Contact Number:
- Language Proficiency:

<u>Language</u>	<u>Level of Proficiency (speaking/reading/writing)</u>	<u>Relevant Certification (if any)</u>
<u>English</u>		
<u>Japanese</u>		
<u>Mention others (if any)</u>		

- Academic Background:

<u>S. No.</u>	<u>Institution Name</u>	<u>Degree/Course</u>	<u>Year</u>	<u>Achievement(s)</u>

- Work Experience :

<u>S. No.</u>	<u>Organization Name</u>	<u>Duration</u>	<u>Position</u>	<u>Key Responsibilities/Achievements</u>

* Please include experience (if any) related to secretarial work.

- Computer Skills :

Place:

(Signature of the applicant)

Date:

* Add rows to entries if needed