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 JPY 300,000 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
Embassy of India
Tokyo

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:

<table>
<thead>
<tr>
<th>Language</th>
<th>Level of Proficiency (Speaking/reading/writing)</th>
<th>Relevant Certification (if any)</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Japanese</td>
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<td>Mention others (if any)</td>
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7. Academic Background:

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<thead>
<tr>
<th>S.No.</th>
<th>Institution name</th>
<th>Degree/Course</th>
<th>Year</th>
<th>Achievement(s)</th>
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8. Work Experience:

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<tr>
<th>S.No.</th>
<th>Organization name</th>
<th>Duration</th>
<th>Position</th>
<th>Remarks</th>
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Place: (Signature of the applicant)

Date: