Embassy of India
Tokyo

VACANCY

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

Last date for applying: 22.05.2018

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: JPY 300,000-9,000-435,000-13,050-565,500-16,965-735,150/-. Bonus: Twice a year (on completion of 06 months) equivalent to one month of salary

Qualifications 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 programs for high level visits, business delegations, including events, seminars, workshops and B2B meetings.
   * Ability to work independently as well as in a team environment.

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

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

- Name:
- Nationality:
- Date of Birth:
- Current Address:
- Contact Number:
- 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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- Academic Background:

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<tr>
<th>S. No.</th>
<th>Institution Name</th>
<th>Degree/Course</th>
<th>Year</th>
<th>Achievement(s)</th>
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- Work Experience:

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<th>S. No.</th>
<th>Organization Name</th>
<th>Duration</th>
<th>Position</th>
<th>Key Responsibilities/Achievements</th>
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* Please include experience (if any) related to secretarial work.

- Computer Skills:

Place:  
Date:  (Signature of the applicant)

* Add rows to entries if needed