



**Consulate General of India
Marseille (France)**

MOST IMMEDIATE

APPLICATIONS INVITED FOR MARKETING ASSISTANT

The Consulate General of India, Marseille, invites applications for the posts of "**Marketing Assistant**" having an initial **Annual Pay of Euro 25800/-** (to be paid in equal monthly installments), which may increase incrementally on the basis of satisfactory performance up to **Euro 63420/- per annum** over the employee's tenure. It may be noted that the salary for this post of "Marketing Assistant" will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India. Monthly Pay Scale in Euro for the post is 2150-65-3125-94-4065-122-5285.

No. of Posts: ONE (01).

Minimum qualification required and skill set:

- 1) A University Degree or equivalent qualification preferably in Business & Marketing/commercial law.
- 2) Knowledge of International Trade Issues, including Intellectual Property Rights.
- 3) Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments.
- 4) Proficiency in English language, communication skills, teamwork, computer operation - including Microsoft Word, Excel, Power Point, etc.
- 5) Knowledge of French Government functioning, rules & regulations, and policies.
- 6) Manage Social Media campaigns and expand Consulate outreach efforts.
- 7) Organizing Press Conferences, Press Briefings, Press Releases etc.
- 8) Administrative functions related to Press & Information Wing.
- 9) Organizational skills to plan promotional events.
- 10) Willingness to work in odd working hours and on weekends/ holidays, if required.
- 11) Keenness to learn and willingness to work hard.
- 12) Valid work permit (permanent residency/French citizen).

Work Profile:

- 1) Preparing of reports including daily, monthly and bi-monthly reports.
- 2) Timely handling of all trade related queries.
- 3) Maintaining database of Indian/French importers/exporters.
- 4) GSP-Monitoring, reporting, submission of replies, follow up, etc.
- 5) Collect, update and analyze trade & market data for monthly and bi-monthly reports and updating briefs and Consulate website.
- 6) Monitor Indian investments/acquisitions/mergers in France and vice versa.
- 7) Disposal of Trade dispute cases.
- 8) Monitor internet resources for trade updates.
- 9) Market surveys for selected products & trade promotion activities, providing trade related/sector specific inputs for visiting delegations
- 10) Publicizing and promoting Indian trade fairs through Consulate's website and local Chambers. Activities connected with trade shows and promotional meetings.
- 11) Liaison with French companies for meetings as and when required.
- 12) Liaison with FRENCH & other French Government Agencies as required.
- 13) Protocol duties with visiting delegations.
- 14) Any other duties assigned from time to time.

Annual Pay: EURO 25800/- (to be paid in equal monthly installments).

For this purpose, Consulate General of India, Marseille invites applications from all eligible candidates. Applicants who are not French nationals should possess appropriate valid residence and work permits. There will be a selection procedure and recruitment of candidates will be based on merit.

Candidates who satisfy the above eligibility conditions may apply for the above posts latest by 21/08/2024. The applications along with curriculum vitae and all supporting documents (educational certificates, Passport/Visa/valid work permit etc.) may be sent by email to cons.marseille@mea.gov.in & admn.marseille@mea.gov.in

Shortlisted candidates shall be called for a skill test and interview in the last week of August, 2024.

Place: Marseille.

Date: July 29, 2024