

सत्यमेव जयते

EMBASSY OF INDIA
GUATEMALA

JOB VACANCY FOR THE POST OF MARKETING ASSISTANT

The Embassy of India in Guatemala City invites applications for the positions of Marketing Assistant from the applicants.

Qualification:

- Candidate should possess a degree or diploma, preferably in Commerce/Economics with Statistics

Job description, responsibilities and duties:

- Building relationships with local business chambers and commercial organizations to promote the embassy's initiatives and activities.
- Coordinating events and initiatives such as business forums, Buyers-Selllers Meets and trade missions.
- Arrange meetings and appointments and prepare record of discussions
- Independently coordinate and organize events
- Any other task assigned by the Embassy

Employee perks, benefits:

- USD 1465 (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

Personality requirements and skills:

- Fluency (both oral and written) in English and Spanish language
- Good administrative, organizational and time management abilities
- Willingness to perform outdoor work including beyond regular hours;

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews. Application with complete bio-data may be sent

on or before Monday, 10 July 2023 to:

Attache (Administration), Embassy of India,
8 Avenida, Calle 15-07, Zone – 10, Guatemala city
Email: admn.guatemala@mea.gov.in
Admn.guatemala@gmail.com