

सत्यमेव जयते

EMBASSY OF INDIA
GUATEMALA

JOB VACANCY FOR THE POST OF MARKETING EXECUTIVE

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

Qualification:

- Candidate should possess a degree or diploma in Commerce/Economics with Statistics
- Preference would be given to those having experience of working in similar capacity in export promotion houses/export related organization/or trade bodies either in the government, simi-government or private sector.

Job description, responsibilities and duties:

- Developing and executing marketing strategies to promote the embassy's services and initiatives by conducting market research, identifying target audiences, and creating marketing materials.
- Building relationships with local business chambers and commercial organizations to promote the embassy's initiatives and activities.
- Conducting market research to understand the needs and preferences of the local companies and identify opportunities for the embassy to engage with them.
- Coordinating events and initiatives such as business forums, Buyers-Selllers Meets and trade missions.
- Supporting economic and trade initiatives
- Arrange meetings and appointments and prepare record of discussions
- Independently coordinate and organize events
- Liaise with Guatemalan authorities and organizations
- Any other task assigned by the Embassy

Employee perks, benefits:

- USD 1650 (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 Tuesday, 16 May 2023 to:

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