



सत्यमेव जयते

Embassy of India, Asuncion

VACANCY NOTICE

Application are invited for Marketing Assistant

Job Title	Salary in US\$	Responsibilities	Qualification
Marketing Assistant	1500-45-2175-65-2825-85-3675	<p>To identify potential business partners and agents for Indian products</p> <p>To gather information on local business rules and regulations</p> <p>To Assist in organizing B2B meetings, road shows, seminars etc.</p> <p>To assist Indian businessmen in arranging meetings with government officials/Chambers for promoting Indian products</p> <p>To assist Paraguayan businessmen by providing information about business opportunities in India</p> <p>Responding to trade queries</p> <p>Prepare reports on local market opportunities/ competitive environment/ market entry strategies/bilateral trade data</p> <p>Any other tasks assigned by the Embassy</p>	<p>Graduate from a recognized University</p> <p>Fluency in both English and Spanish languages (speaking/ writing)</p> <p>Proficient in using computer and office software</p> <p>Candidate with a degree/diploma in commerce/economics with statistics would be preferred</p> <p>Preferable: 2-year work experience in the relevant field</p> <p>Age (preferably 20-35 years of age)</p> <p>References of two persons</p>

Terms and Conditions: -

- Full-time employment with Social Security benefits and relevant deductions
- Office timings are 09.00 a.m. to 05.30 p.m. (with half-hour lunch break) from Monday to Friday. The applicants may also be asked to work after office hours or on weekends/holidays to assist in exigencies or for Embassy events.
- Should be a Paraguayan citizen or holding Paraguayan ID card valid for employment and/or a work
- In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/ appointment is liable to be cancelled/ terminated.
- Mere submission of application by the applicant shall not give them the right to be called for the selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.

Interested applicants may send their Curriculum Vitae (in English only) along with a copy of a valid Paraguayan ID or Resident visa and passport to adm.asuncion@mea.gov.in with a copy at accts.asuncion@mea.gov.in latest by 1700 hrs. on 02.01.2024 or by post to Embassy of India, Av. Gral. Bernardino Caballero 249, Asuncion. For any clarification, the applicant may call on telephone No. 021 2378400 or write to adm.asuncion@mea.gov.in.

(Aliawati Longkumer)
Counsellor & Head of Chancery
14.12.2023