



JOB OPPURTUNITY

The Consulate General of India, Milan is looking for: **Marketing Assistant**

Qualification and experience:

The candidate must have:

- i) A bachelor degree in any field, Skills in Marketing Research desirable.
- ii) Oral and written capability in English and Italian
- iii) Sound knowledge of computers – MS Word, MS Excel, MS Power point, E-mail, etc.
- iv) Writing of Reports on relevant sectors of Italian Industry and trade.
- v) Completion of Monthly and Quarterly Bilateral trade reports
- vi) Monitoring of current trade developments
- vii) Keeping up contacts with relevant stakeholders in Italian businesses and associations
- viii) Administrative tasks and correspondences
- ix) Responding to business queries from Indian companies and vice versa
- x) Any other work assigned due to functional requirements.

Contract:

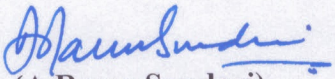
The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for regular appointment depending upon satisfactory performance. Interested persons may please send your complete CV with photo and date of birth in English to the attention of Head of Chancery, Consulate General of India, Piazza Paolo Ferrari 8, 20121, Milan at email ID hoc.milan@mea.gov.in and admn.milan@mea.gov.in Only selected candidates will be called for interview.

Salary: The Gross salary would be Euro 1743.07 less INPS @8.57% per month. The net monthly pay would be around €1593.51. After 2 years of successful completion of service, increment would be granted. 13th and 14th month salary will also be admissible as per local National Labour Contract. No other emoluments/medical insurance etc. will be admissible.

Final selection will be based on a written test to examine translation skills in English-Italian and vice-versa and a personal interview. Selected candidate will have to join duties immediately.

Deadline for applications :- 17th April, 2023

Applications received after 17th April 2023 will not be entertained


(A.Rama Sundari)
Head of Chancery
31.03.2023