

**Consulate General of India
Hong Kong**

VACANCY NOTICE

Applications are invited for the following vacancy:

Job Title: Marketing Executive

Address: 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.

Desired Qualifications:

University graduate in Marketing/ Journalism/ Business/ Statistics or related discipline. Post Graduates are also welcome.

Experience:

* Prefer 3 years' marketing experience. Fresh graduates with relevant intern/part-time experience are also welcome

Job requirements:

- * Excellent administrative and organizational skills, with the ability to deliver high quality work with pace
- * Advanced Microsoft Office skills particularly in the use of Word, Excel and PowerPoint
- * High self-motivation, flexible, resilient and proactive attitude
- * Proven ability to work independently and as part of a team or with senior officers
- * Excellent command of written and spoken English & Chinese
- * Appropriate residence status or a valid working visa in Hong Kong
- * Immediate available preferred

Job responsibilities:

- * Translation & Interpretation (Chinese/English)
- * Disseminating information on trade fairs, buyer-seller meets and replying to trade inquiries
- * Marketing and promotion of Cultural & Commercial events of the Consulate
- * Marketing research
- * Liaise with trade and business bodies and coordinate delegation level visits

Terms:

Starting salary is HKD 22500 plus 9% allowance equaling to HKD 24525. Deduction of 5% towards the Mandatory Provident Fund makes the starting take-home salary equal to HKD 23298.75. Year-end bonus equal to one month's salary is also given. 21 days of annual leave is granted. Office timings are 09.00 a.m. to 05.30 p.m. from Monday to Friday (Lunch break 01.00 p.m. - 01.30 p.m.)

Interested applicants should have Hong Kong Permanent ID or valid visa/permission to work in Hong Kong. Applications can be sent to the Head of Chancery along with bio-data and a copy of valid Hong Kong ID/Resident visa by 03rd July, 2023 at fax no. 2865 4617, by E-mail at admin.hongkong@mea.gov.in, by post or by hand at Unit A, 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.

For any clarification, applicants may call on telephone No. 39709926.



(Renjina Mary Varghese)
Consul (Head of Chancery)

Date : 27.06.2023