

Consulate General of India
Osaka-Kobe

VACANCY

Date: 27.08.2019

The Consulate General of India, Osaka-Kobe is seeking applications from individuals for the post of Marketing Assistant.

Last date of application: Friday, 06.09.2019, 1700 hrs

Working hours: 0900 hrs-1730hrs (Mon - Fri).
Selected candidate should be willing to work beyond the prescribed office hours and on weekends/holidays, as and when need arises.

Starting pay: JP¥ 220,000 per month

Qualifications Required:

1. **Education:** Graduate with Marketing/ International Business degree will be preferred.
2. **Experience:** Experience related to commercial work & trade.
3. **Language Proficiency :** Native Japanese fluency, clear understanding and ability to speak , read and write in English, TOEIC score of 850+ preferred, ability to translate letters/emails from English to Japanese and vice versa.
4. **Knowledge:** Good working knowledge of maintaining an office, organizing papers and files.
5. **Computer Skills:** Special emphasis on MS Word, Excel and PowerPoint etc.

Duties and Responsibilities of the post:

- i. To assist in commercial/ trade/ investment related activities
- ii. Facilitate and enhance the effectiveness of the visit of Indian delegations to Japan by arranging meetings with concerned officials of Japanese Prefectural Governments, City Government Officials as well as with various Chambers of Commerce, Trade Associations, etc.
- iii. To translate documents from Japanese to English and act as spontaneous interpreter for the officials of the Consulate in meetings, seminars etc.
- iv. Help in preparing presentations for various Business Seminars, Business Match making events and Branding Events organized from time to time.
- v. To communicate with Universities, Consulting Agencies involved in Economic Research, Management
- vi. Help in organizing theme-based seminars
- vii. Keep officials updated about various Trade Fairs being organized in Western Japan
- viii. Facilitate liaison with regional offices of Japanese government agencies such as JICA, JBIC, METI on a regular basis for promoting India – Japan business partnership
- ix. To undertake any assignment or work entrusted to the official from Officials as and when it is requested.
- x. May involve local travel in Western Japan including overnight stay (s)

Mode of filling up the post: Test & Interview

Date of written test: 10.09.2019 (General Aptitude and short English to Japanese or vice versa translation) *shortlisted candidates will be informed via email*

Date of Interview Test: 11.09.2019 for shortlisted candidates only

To apply:

Interested applicants must submit the following:

1. Cover letter
2. Filled proforma application form
3. Detailed Resume/CV
4. Passport size photograph
5. References

Submit your application to:

The Head of Chancery,
Consulate General of India, Osaka-Kobe
Semba I.S. Building 10F,
9-26, Kyutaromachi, 1-Chome, Chuo-ku, Osaka 541-0056
Tel(Gen):00-81-6-6261-7299/9299 Fax(Gen):00-81-6-6261-7201
e-mail: admn.osakakobe@mea.gov.in

**Consulate General of India,
Osaka-Kobe**

PROFORMA OF APPLICATION FORM
For the position of Marketing Assistant

- Name:
- Nationality:
- Date of Birth:
- Current Address:
- Contact Number:
- Language Proficiency:

<u>Language</u>	<u>Level of Proficiency (speaking/reading/writing)</u>	<u>Relevant Certification (if any)</u>
<u>English</u>		
<u>Japanese</u>		
<u>Mention others (if any)</u>		

- Academic Background:

<u>S.No.</u>	<u>Institution Name</u>	<u>Degree/Course</u>	<u>Year</u>	<u>Achievement(s)</u>

- Work Experience:

<u>S. No.</u>	<u>Organization Name</u>	<u>Duration</u>	<u>Position</u>	<u>Key Responsibilities/Achievements</u>

* Please include experience (if any) related to secretarial work.

- Computer Skills:

Place:

(Signature of the applicant)

Date:

* Add rows to entries if needed