

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

VACANCY

File No: KOB/551/ 1/ 98 (part)

Date: 27/03/2018

The Consulate General of India, Osaka-Kobe is seeking individuals for the post of **MARKETING EXECUTIVE**.

Last date for applying/receiving application forms: 16.04.2018; 13:00 HRS

Working hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond the prescribed office hours and on weekends/holidays, as and when need arises.

Pay scale: JP¥ 300,000

Qualifications Required:

1. Education: Graduate with Marketing/International Business will be preferred.
2. Experience: Experience related to Commercial work & Trade.
3. Language Proficiency: Clear understanding and ability to speak, read and write in English. TOEIC score of 850-950 will be preferred. Ability to translate letters/emails from English to Japanese and vice versa.
4. Knowledge: Good working knowledge of maintaining office documents, organizing papers and files.
5. Skills: Strong PC skill with special emphasis on MS Word and Excel etc.

Duties and Responsibilities of the position:

- 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 interpreter for the officials of the Consulate in meetings, seminars etc. Natural fluency in translation/interpretation in meetings/informal gatherings would be desirable.

- 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. Indicative list: New GST policy, IPR, Smart Cities, IT Sector, Electronic and Semiconductor sector, SME Sector, Financial sector, Pharmaceutical sector
- vii. Keep officials updated about various Trade Fairs being organized in Western Japan
- viii. Facilitate liaising with regional offices of Japanese government agencies such as JICA, JBIC, METI on a regular basis for promoting India- Japan economic and commercial partnership.
- ix. To undertake any assignment or work entrusted to the official from Officials as and when it is requested.
- x. Involves travel/ stay over Western Japan to attend meetings/ organize Seminars.

Mode of filling up the post: Test & Interview

Date of Written Test: 17th April 2018, 14:00 hrs onwards (short English to Japanese and vice versa handwritten translation test)

Date of Interview Test: 17th April 2018, 14:00 hrs onwards

To apply:

Interested applicants must submit the following:

1. Forwarding letter
2. Filled proforma application form (available on website of CGI, Osaka-Kobe)
3. Detailed Resume/CV
4. Passport size photograph
5. References if any

Submit your application to:

The Head of Chancery, Consulate General of India, Osaka-Kobe
10th Floor, Semba I.S. Building,
9-26, Kyutaromachi, 1-Chome, Chuo-ku, Osaka 541-0056
Tel (Gen): 06-6261-7299/9299 Fax(Gen): 06-6261-7201
e-mail: admn.osakakobe@mea.gov.in

Please note: Depending on resume/ CV only those candidates selected for interview will be contacted

**Consulate General of India,
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PROFORMA OF APPLICATION FORM
For the position of Marketing Executive

- 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