



भारत का प्रधान कौंसुलावास
साओ पाउलो
Consulate General of India
Sao Paulo

No.Sao/Admn/579/2/2025

21st Jan 2025

VACANCY NOTICE

Applications are invited from interested Brazilian nationals for appointment to the post of **Commercial Assistant** in the Consulate General of India, Sao Paulo. Important details/job description for the post is as below :-

Terms of Employment:

1. Full time permanent position (upon completion of probation)
2. Gross Salary : Starting at R\$ 6572 (mandatory deductions as admissible)
3. 30 days annual leave.

Essential Qualifications:

- University Degree or Diploma in Business & Commerce or equivalent
- Fluency (both spoken and written) in English and Portuguese languages
- Good computer skills (including word processing, excel, email)
- Experience(3 to 5 years) in field of Commerce/Business/Marketing

Desirable Qualifications:

- Good administrative, organizational and time management skills
- Willingness to learn and adapt
- Social media savvy

Age : Between 21-35 years

Job description :

- Preparing commercial reports
- Responding to commercial queries
- Organising business events;
- Handling visits of incoming/outgoing business delegations to India and Brazil;
- Liaison with Indian companies in Brazil and Brazilian companies in India
- Translations and interpreting from Portuguese to English and vice-versa
- Other tasks as may be assigned

A detailed Curriculum Vitae (CV) alongwith covering letter in English must be submitted latest by **3rd February 2025** only through email @ **reception.saopaulo@mea.gov.in**