



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

No.Sao/Admn/579/13/2022

20th Dec 2022

VACANCY NOTICE

Applications are invited for the post of Marketing Assistant in Consulate General of India, Sao Paulo. Following are the details regarding the vacancy.

Terms of Employment:

1. Full time permanent position (upon completion of probation)
2. Net Salary : starting at R\$5518
3. 30 days Annual leave after completion of one year of service

Qualifications:

- University Degree or equivalent Diploma in Marketing or equivalent
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English and Portuguese language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience(3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.
- Those possessing skills of photo & video editing and handling of social media shall be given additional weightage.

Age : Between 21-35 years

Areas of Responsibilities :

Official work as assigned by supervising officers.

Application Deadline: CV alongwith covering letter in English must be submitted by email only by **31st Dec 2022.**

CVs may be sent in English by e-mail only at : adm.n.saopaulo@mea.gov.in