



भारत का प्रधान कौंसलावास
साओ पोलो (ब्राज़ील)
Consulate General of India
São Paulo (Brazil)

No.Sao/Admn/579/4/2023

17th April 2024

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:

- Full time permanent position (upon completion of probation)
- Salary : starting at R\$6572
- 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 only 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 **24th April 2024.**

CVs may be sent by e-mail only at :

adm2.saopaulo@mea.gov.in