

Consulate General of India Shanghai

Sub: Advertisement for the post of Marketing Officer at the Consulate

Consulate General of India, Shanghai, invites applications from suitable candidates for the full-time position of Marketing Officer (one) from 01 June 2020.

The successful candidate will be appointed at a starting gross salary of approx. RMB 14,400/-* per month, (Basic Pay + Social Security). The remuneration package will include an annual bonus equivalent to one month's salary and 15 working days' annual leave. He/She will be initially on a probation for 6 months.

I. Job profile:

- Required strong, professional level interpretation and translation skills (Chinese to English and English to Chinese).
- Secretarial Assistance to the Consul General and updation of CG's Chinese contact list.
- To liaise with FAO's & local authorities in the jurisdiction of the Consulate, during visits of CG/ Government delegations to ECR, including setting up meetings and accompanying to meetings. The work will include interpretation during official meetings for CG and delegation from India.
- Translation of CG's Speeches, PPTs and other documents, maintenance.
- Assisting in all aspects of commercial work including liaison with CCPITs, Business Chambers, Chinese companies and Commerce Bureau during organising business events.
- Liaison with local authorities concerned in events of death, detention, imprisonment etc. and other urgent consular matters as required.
- The incumbent is also expected to attend to other work at the Consulate as and when assigned.

II. Essential Requirements:

1. Educational Qualification: Bachelors/ Masters degree.
2. Language proficiency desirable: High level of proficiency in English and Chinese.
3. Residence status: Chinese nationals (preferably with Shanghai Resident Card)
4. Computer Skills: MS Office and basic IT Skills
5. Experience: Preference will be given to candidates having relevant experience.
6. Desired abilities: Well organized, ability to work independently and manage workloads to achieve objectives. Should be able to work in a team. The applicant should be willing to travel outside Shanghai (Zhejiang & Jiangsu) for official meetings as and when required.

III. Interested candidates may submit their applications by 31 March 2020 directly at the reception Desk of the Consulate at “Consulate General of India, 1008 Shanghai International Trade Centre, 2201, Yan An (West) Road, Shanghai-2000336, China” or by email addressed to the Head of Chancery at Email: hoc.shanghai@mea.gov.in

IV. Only shortlisted candidates would be contacted for further interview.
