



Permanent Mission of India  
to the United Nations Office,  
7 – 9 rue du Valais, 1202  
Geneva, Switzerland  
Tel 41 22 9068686  
Fax 4122 9068696

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**ADVERTISEMENT**

Dt. 18.07.2018

**The Permanent Mission of India in Geneva** invites application for filling up ONE post of **Marketing Executive**. The applicants must have valid Swiss work/residence permit and proficient in communicating in English and French. Working knowledge of computer (MS Word, Excel, Power-point etc) and handling of fax, photocopier, scanner, printers etc. is essential. Other requirements are:

Job Title	Brief description of work	Salary	Additional requirement
Executive (Marketing)	<ul style="list-style-type: none"><li>- handling trade related enquiries on telephone/email</li><li>- provides marketing and research information by collecting, analyzing, summarizing data and trends.</li><li>- assisting with promotional activities &amp; liaison with international organisations and local government offices.</li><li>- attending work related to administration/accounts/consular</li></ul>	CHF 5000 per month + CHF 300 medical allowance + 6.05% of salary as social security	Good oral and written skills in English/ French

Short listed applicants will be called for the interview and skill test. Those interested may send their application and bio-data along with copy of Swiss work/residence permit and educational certificates to:

**Attaché (Administration),**  
Permanent Mission of India to the United Nations  
9, Rue du Valais, 1202 Geneva  
Fax No: 022-9068696

Email: [adm.genevapmi@mea.gov.in](mailto:adm.genevapmi@mea.gov.in)

Applications should reach the above mentioned address latest by 04<sup>th</sup> August 2018 by 17:00 hrs