



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

NO GEN/PMI/579/04/2018

24 September, 2018

ADVERTISEMENT

The Permanent Mission of India in Geneva invites application for filling up ONE post of **Marketing Assistant**. 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
Marketing Assistant:	<ul style="list-style-type: none">- handling trade related enquiries on telephone/email- provides marketing and research information by collecting, analyzing, summarizing data and trends.- assisting with promotional activities & visiting external agencies- attending work related to administration/accounts/consular	CHF 4000 per month + CHF 300 medical allowance + 7.47% 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

Applications should reach the above mentioned address latest by 05th October 2018 (17:00 hrs)