

**EMBASSY OF INDIA**

**BEIJING**

**ADVERTISEMENT**

Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Business Research Associate: 1 POST**

**Qualifying criteria:**

- Bachelors/Master's degree in Business Administration or equivalent degree in Finance.
- Candidates must have excellent written and spoken English, Chinese language with Advanced certificate in English.
- Excellent MS Office and computer skills.

**Preferential Criteria:**

- 2-3 years of work experience in Marketing, Technology and Web Designing.
- Knowledge of working on social media.
- Knowledge of Adobe, Coral draw etc.

**Job Profile:**

- Assist Indian exporters through provision of information, facilitating visits and meetings, and through other means.
- Engage and liaise with the Chinese Government Departments and industry bodies
- Trade promotion assistance including organizing and coordinating participation in business exhibitions and other such platforms.
- Monitoring regulatory framework and laws and regulations and good knowledge of regulatory side issues.
- Design of event related advertising banners etc.

**Pay in Hand : RMB 5446(Approx)**

The applications may be sent with latest resume and photograph to the Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Application should reach by October 20,2018.

Please contact: TEL: +86 10 85312552; Fax: +86 10 85312574 /

E-mail: [admn2.beijing@mea.gov.in](mailto:admn2.beijing@mea.gov.in)  
[ssadmn.beijing@mea.gov.in](mailto:ssadmn.beijing@mea.gov.in)

## 招聘启事

印度驻华大使馆现招聘如下职位，欢迎有相关工作经验，精通英语口语和书写，计算机能力优秀的应聘者投递简历。

**职位名称：商务研究员（1名）**

**任职资格：**

- 拥有工商管理/金融专业方面的本科或研究生学历；
- 精通英语口语和书写（要求提供英语证书）；
- 熟练使用电脑和办公软件；

**加分资格：**

- 2-3年市场营销，科技，网页设计行业工作经验；
- 对社交媒体有一定了解；
- 对 Adobe, CoraDraw 软件有一定了解。

**岗位职责：**

- 为印度出口商提供信息支持，协助支持代表团来访和相关会议；
- 联系中方政府各部门及工商业团体；
- 贸促活动支持，包括组织协调商业展会等其他类似活动；
- 及时关注相关政府监管政策，法律法规动态，并对此方面知识有一定了解；
- 设计活动相关的广告横幅等。

**到手收入：人民币约 5446 元**

应聘者请将带照片的简历发至：北京市朝阳区亮马桥北街 5 号 印度驻华大使馆  
办公室主任收 邮编：100600  
简历接收截止日期为 2018 年 10 月 20 日。

**联系信息：电话：+86 10 85312552；传真：+86 10 85312574**

**邮箱：**[admn2.beijing@mea.gov.in](mailto:admn2.beijing@mea.gov.in)  
[ssadmn.beijing@mea.gov.in](mailto:ssadmn.beijing@mea.gov.in)