

**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:**

- Master's degree in Economics, or Master in Business Administration (MBA) or equivalent degree in Finance.
- The candidate shall have good knowledge of statistics analysis
- Candidates must have excellent written and spoken English, Chinese language with Advanced certificate in English.
- Excellent MS Office and computer skills.
- Good Typing speed (40 wpm and above)

**Preferential Criteria:**

- 2-3 years of work experience in Market Research, market analysis, or other such area which require analytical ability
- Trade facilitation (Facilitation of imports, advising on regulatory requirement for import, product registration)
- Knowledge of working on social media.
- Knowledge working with think tank, research/statistics cell

**Job Profile:**

- Market research on potential areas of economy, sourcing information from various agencies, Ministries, furnishing brief reports, highlighting lessons for India and potential opportunities.
- Commercial intelligence, monitoring changes in regulatory framework, laws etc., which potentially impact Indian importers as well as Indian companies working in China.
- Assist Indian exporters regarding their queries related to facilitation of products (process of import, registration and various documentation requirement etc.)
- Facilitation of visits/meetings of Indian officials/businesses with Chinese government/business agencies.
- 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.
- Management of commercial events.
- Knowledge of good office record keeping management, follow up mechanism etc.

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 23<sup>rd</sup> July 2021.

Please contact: TEL: +86 10 85312528;  
Fax: +86 10 85312574  
E-mail: [com1.beijing@mea.gov.in](mailto:com1.beijing@mea.gov.in)

## **印度驻华大使馆**

### **北京**

### **招聘广告**

应聘者应具备良好的英语口语和书面表达能力，并具备优秀的计算机技能：

- **商业研究助理：1名**

#### **任职资格：**

- 经济学硕士学位，或工商管理硕士（MBA）或同等金融学位。
- 候选人应具备良好的数据分析知识
- 应聘者必须具备优秀的英语口语和书面表达能力，并持有高级英语证书。
- 优秀的办公软件和计算机技能。
- 良好的打字速度（40 每分钟及以上）

#### **加分资格：**

- 2-3 年市场研究、市场分析或其他需要分析能力的领域的工作经验
- 贸易便利化（进口便利化、进口监管要求咨询、产品注册）
- 社交媒体工作知识
- 曾与研究所/智库合作

#### **工作简介：**

- 对潜在经济领域进行市场研究，从各机构、部委获取信息，提供简要报告，突出印度的经验和潜在机会。
- 商业情报，监测监管框架、法律等方面的变化，这些变化可能会影响印度进口商以及在中国的印度公司。
- 协助印度出口商处理有关产品便利化的问题（进口流程、注册和各种文件要求等）
- 为印度官员/企业与中国政府/商业机构的访问/会晤提供便利。
- 与中国政府部门和行业机构保持联系。
- 贸易促进援助，包括组织和协调参加商业展览和其他此类平台。
- 商业活动管理。
- 良好的办公室记录保存管理、跟进机制等知识。

应聘者请于 2021 年 7 月 23 日前将最新简历和照片寄送至印度共和国驻华大使馆，地址：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。

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