

**Embassy of India
Abidjan

Vacancy Advertisement

Applications are invited from suitable candidates with good knowledge of English Language for the following post.

1. Marketing Assistant

Starting salary: CFA 610,000 per month

Job Description:

- Promote trade and investment between India and Cote d'Ivoire by facilitating business contacts
- Promote Indian companies in Côte d'Ivoire
- Coordinate with Indian and Ivorian chambers of commerce in Cote d'Ivoire
- Organize business events
- Conduct market studies
- Organize visits of business delegations and officials
- Ensure the collection and recording of bilateral trade data
- Process requests from economic operators, etc.

* **Other duties may be assigned as per requirements.**

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Bachelor's degree in business/commerce stream. Diploma in Marketing/Business Administration and training in combination with professional experience will be preferred.
2.	Language proficiency	Native French speaker with fluency in English language, both written and spoken. Basic interpretation and translation skills.
3.	Computer skills	MS office, excel and IT/computer administration including soft and hardware skills, management of outlook.
4.	Experience	Preference will be given to 3-5 years of experience in Marketing/Business establishments. Office work and maintenance of office records and files.
5.	Age	25-40 Years

Last Date:

Interested candidates are invited to send their complete resume with copies of certificates latest by **16th September 2022**.

Email to: a.eoiabidjan@gmail.com

Please indicate the position applied for in the subject.

By Post:

Head of Chancery

Embassy of India, Abidjan

Abidjan Riviera Golf 4 Extension, Lot N°29 Ilot 2, BP 318 Abidjan 06

Please note that short-listed candidates will be called for written and oral tests. No transport or other assistance/reimbursement will be provided for appearing in the tests.