

Vacancy Advertisement

Position of Marketing Assistant in the Press & Information Wing of Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Marketing Assistant in the Press & Information Wing of the Embassy of India, Berlin.

Job Position - Full Time Marketing Assistant in the Press & Information Wing

Job Description -

- Disseminate information to the print and electronic media on government policies, programmes, initiatives and achievements
- Manage Social Media campaigns and expand Embassy's outreach efforts
- Organising Press Conferences, Press Briefings, Press Releases etc.
- Administrative functions related to Press & Information Wing
- Translations and interpreting from German to English and vice-versa
- Thrust on handling social media activities and audio-visual systems
- Handling timely correspondences and communications
- Any other tasks as directed from time to time

Essential Qualifications:

1. **Educational:** Minimum bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** Native or equivalent German speaker. Excellent English language skills- both written and spoken.
3. **Residence status:** German / EU citizen (with valid work permit, if required) or any other national with valid work and residence permit.
4. **Computer skills:** Good IT skills especially in MS Office, Power-point, and Excel. Good understanding of computer hardware and software. In-depth knowledge and understanding of Social Media platforms, their respective participations (Facebook, Twitter, Yelp, Google+Local, YouTube, Instagram, Pinterest etc.) and how each platform can be deployed in different scenarios.
5. **Experience:** At least 2 years' experience in social media marketing work, Brand Promotion etc. Preference will be given to candidates having experience in Marketing.
6. **Age:** Between 20-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Demonstrates creativity in Social Media tools and applications
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality with team spirit and intercultural competence
- Ability to multitask, work under pressure and handle even increased workload on schedule

Location - Berlin

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay would be EUR 2565 in the pay scale 2565-77-3720-112-4840-145-6290 (beginning pay- annual increment to monthly pay in three stages-end pay). In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

To Apply - ***One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Marketing Assistant in the Press & Information Wing'***

Application Deadline: 23 August, 2019
