



**High Commission of India
Kuala Lumpur**

Job Vacancy

High Commission of India, Kuala Lumpur invites application for filling the post of Marketing Assistant in Commerce Section:

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| No. of Post | : | One |
| Position | : | Marketing Assistant |
| Pay | : | Starting salary RM 3,950/- per month (including COLA) |
| Other benefits | : | Annual bonus and Annual leave and EPF contribution. |

Eligibility Criteria:

- Post-Graduation/Graduation from a recognized University/College in any discipline, preferably commerce/economics/business/ finance/marketing.
- 3-4 years previous relevant work experience is preferable.
- Applicant should be fluent in spoken and written English and Bahasa Malay;
- Excellent proficiency and typing speed in computers.
- Applicant must be an expert in all basic computer applications, including MS Office.
- Applicant must have completed 18 years and must be under 50 years of age as on 31 July, 2021.
- Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

Job description:

- Marketing assistants will compile daily, weekly, monthly, quarterly and annual economic outlook in connection with Malaysia, bilateral (with India) as well as ASEAN or the region nearby.
- The Marketing Assistant is responsible for conducting literature searches, desktop research, office management, maintaining files, scheduling meetings, data collection and analysis, generating reports and graphics.
- The Marketing Assistant will demonstrate communication, accountability, flexibility/adaptability, judgment/problem solving, while fulfilling job duties.

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to com.kl@mea.gov.in by 31 January, 2022.

Please note:

- It will be applicant's responsibility to arrange work permit from Malaysian Immigration Department in case he/she is non-Malaysian.
- The selection process will be decided by the High Commission of India, Kuala Lumpur and its decision in the selection process will be final and binding.