



Permanent Mission of India  
to the United Nations Office,  
7 – 9 rue du Valais, 1202  
Geneva, Switzerland  
Tel 41 22 9068686  
Fax 4122 9068696

NO GEN/PMI/579/04/2018

16 May, 2019

### ADVERTISEMENT

The Permanent Mission of India in Geneva invites application for filling up ONE post of **Marketing Assistant**. The applicants must have valid Swiss work/residence permit and proficient in communicating in English and French. Applicant must have **Graduate qualification** and should not be more than **35-years of age** as on 10 June 2019. Working knowledge of computer (MS Word, Excel, Power-point etc) and handling of fax, photocopier, scanner, printers etc. is essential. Other requirements are:

Job Title	Brief description of work	Salary	Additional requirement
<b>Marketing Assistant:</b> - handling trade related enquiries on telephone/email - provides marketing and research information by collecting, analyzing, summarizing data and trends. - assisting with promotional activities & visiting external agencies - attending work related to administration/accounts/consular		CHF 4000 per month + CHF 300 medical allowance + 7.47% of salary as social security	Good oral and written skills in English/ French

Short listed applicants will be called for the interview and skill test. Those interested may send their application and bio-data along with copy of Swiss work/residence permit and educational certificates to:

**Attaché (Administration),**  
Permanent Mission of India to the United Nations  
9, Rue du Valais, 1202 Geneva  
Fax No: 022-9068696  
Email: [admn.genevapmi@mea.gov.in](mailto:admn.genevapmi@mea.gov.in)

Applications should reach the above mentioned address latest by 10<sup>th</sup> June, 2019 (17:00 hrs)