

EMBASSY OF INDIA
BEIJING

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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.

Pay in Hand : RMB 6600(Approx)

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 August 29, 2019.

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