

Advertisement

The Embassy of India in Beijing requires immediately a qualified, energetic and hardworking staff for the following posts:

Name of Post : Clerk

Pay Package: RMB 7000/- (Approx) (This excludes Embassy Social Security Contribution of 38.7% and 22.5% Social Security Contributions by staff)

Qualifying criteria:

- Master's degree preferable in Economics, Business Administration or equivalent degree in Finance.
- 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:

- 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.
- Procurement of items for the Embassy.
- Protocol duties and handling of social media and publicity related work.

Interested Chinese candidates or having work permit in China may send their job application and resume with photograph before 24th June, 2022.

Post Address

Head of Chancery,
Embassy of India,
No. 5, Liang Ma Qiao Bei Jie,
Chaoyang District,
Beijing-100600.
Contact: +86 10 85312550

Fax: +86 10 85312574

E-mail: ssadmn.beijing@mea.gov.in(Only in English)
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招聘广告

印度共和国驻中国大使馆现急聘以下职位，应聘者需符合下列要求，我们期待充满活力和勤奋的您的加入。

职位名称：文员

薪资：约 7000 元（不包括单位应缴社保 38.7% 和个人应缴社保 22.5%）

任职资格：

- 经济学硕士学位、商务管理硕士或金融学同等学历为佳
- 应聘者必须具有优秀的英文、中文书写和口语能力，并持有英语高级证书
- 出色的微软办公软件和计算机技能
- 良好的打字速度(每分钟 40 字及以上)

加分资格：

- 3 年市场研究、市场分析或其他需要分析能力的领域的工作经验
- 贸易促进的相关知识（促进进口、进口监管要求咨询、产品注册）
- 使用社交媒体工作的知识
- 与智库、研究/统计机构合作的知识

工作内容：

- 对潜在的经济领域进行市场研究，从各机构和部委获取信息，提供简要报告，突出对印度的经验和潜在机会。
- 获取以及监测可能会影响印度进口商以及在中国的印度公司的商业信息、监管制度、法律等方面的变化。
- 协助印度出口商获取与产品便利化有关的问题(进口流程、注册和各种文件要求等)。
- 为印度官员/企业与中国政府/商业机构的访问和会晤提供便利。
- 与中国政府部门和行业机构保持联系。
- 贸易促进援助，包括组织和协调参加商业展览和其他此类平台。
- 商业活动的管理。
- 具备良好的办公记录保存管理、跟进机制等知识。

- 为大使馆采购物品。
- 礼宾职责以及社交媒体和公众宣传相关的工作。

有意向的应聘者（非中国籍人士需持有工作许可）均可申请，请于 2022 年 6 月 24 日之前将简历（附照片）寄送至如下地址。

邮寄地址

北京朝阳区 亮马桥北街 5 号
印度共和国大使馆
100600

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