



MARKETING ASSISTANT REQUIRED

The High Commission of India in Nicosia proposes to appoint a suitable candidate to the post of **Marketing Assistant**. Interested candidates may send their applications along with the *Curriculum Vitae*. Essential educational qualifications/attributes for prospective applicants are as follows:

- (i) Cypriot national and legal Resident of the Republic of Cyprus;
- (ii) Legally permitted to take up employment;
- (ii) Minimum Bachelor's Degree in Commerce/Economics ;
- (iii) Thorough knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other;
- (iv) Proficiency in working with computer applications viz. MS Office – Work, Excel, Outlook, Powerpoint.

Job Profile:

1. Conducting market surveys of products and services imported into Cyprus;
2. Analyze trade related data and prepare reports;
3. Handling trade related queries from India and Cyprus;
4. Organizing road shows, seminars etc.

Employee Profile:

The prospective applicant should be an enthusiastic independent person, capable to perform competently, even under pressure, be a team player with good social, organizational, communication and representative skills. He/she should be friendly, creative, proactive, practical and goal oriented as well as willing to accept any additional responsibilities that may be entrusted.

Applications may be sent to the **Head of Chancery, High Commission of India, 3 Indira Gandhi Street, Montparnasse Hill, Engomi, 2413 Nicosia**, so as to reach the addressee by **18th November, 2016**.

Contact Details:

Fax: + (357) 22352062; E-Mail: hoc.nicosia@mea.gov.in