

Employer: Consulate General of India, Vladivostok

Location: Egersheld District

Job title: Commercial Assistant (Full time position)

Job description:

The main responsibilities of the position include but are not limited to:

- Assisting in research work pertaining to specific industries and/or services on an as-needed basis, using essential data from sources such as the internet, magazines, newspapers, and industry journals.
- Monitoring regulatory matters affecting the major sectors as well as general trade issues – including laws, regulations, standards, procedures and other non-tariff barriers.
- Assisting in research and preparation of market studies on specific sectors using such sources as official government contacts and reports, industry and trade association contacts and reports, trade directories and websites of relevant organizations.
- Organizing B2B meetings, handling calendars, preparing agendas for meetings.
- Developing and maintaining the trade-related database of the Consulate with contact information for local companies, importers/exporters, commercial organizations.
- Participation and assistance in organizing official visits, official events, and trade delegations.
- Responding to trade inquiries from Indian firms seeking to export, as well as requests from local firms and or government institutions interested in buying Indian products and services.
- Liaising with Embassy of India, Moscow representatives on matters deemed necessary.
- Adequate knowledge of designing of slides, presentations, posters, banners, roll-ups etc for events of the Consulate.
- Editing of photos/videos, handling of all social media accounts of the Consulate, assistance in creation of novel social media content.



- Performing any other duties as assigned from time to time.

Qualifications Required:

1. Graduate Degree

Preferably in Commerce/Business Management/Economics/Marketing/Finance/International Trade, or 2-5 years experience in handling foreign clients and/or partners.

2. Fluency in English Language (spoken and written). Excellent oral and written communication skills.

Apart from the above two basic requirements, the candidate is expected to have working knowledge of the Customs legislation and procedures of the Russian Federation, good knowledge of the importers' market of the Far East of Russia, and an in-depth understanding of the economy of the Russian Far East.

Tech-savvy, social media-savvy, well-behaved individuals with excellent interpersonal skills shall be preferred.

Emoluments:

Salary: High level; shall be discussed directly with prospective candidate(s).

Remarks:

- Schedule: 5-day work week (Mon-Fri) from 0930 to 1800 Hrs.
- Probationary period: 6 months from the date of appointment.
- The candidate must be willing to work beyond office hours/on weekends/holidays, as and when required, without extra emoluments.
- CV along with passport size photograph and contact details may be sent as an attachment to hoc.vladi@mea.gov.in

