

Vacancy of Marketing Executive in the Embassy of India, Oslo

The Embassy of India, Oslo invites applications from suitable candidates for the full-time permanent position of Marketing Executive in the Indian Embassy.

1. Job Description:

Looking for a dynamic and efficient candidate who will be able to undertake the following tasks as Marketing Executive:

- i) Preparation of commercial reports and power point presentations, analysis of bilateral trade, conducting market research analyse data to identify potential sectors for improvement in bilateral trade, handling communications, organising meetings and travel arrangements of incoming/outgoing trade delegation etc., attending commerce related meeting and preparation of minutes. Translation of documents from Norwegian to English and vice-versa
- ii) Preparing daily summaries/analysis of news reports/articles/editorials related to commercial activities.
- iii) Liaisoning with local authorities etc.
- (iv) Other tasks as directed

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Bachelor's degree holder preferably in Business, Marketing, Economics or Commerce ; Higher qualification preferable;
- Computer Skills: Proficient in Microsoft office-based applications

Language Proficiency:

- Good proficiency in Norwegian language, excellent English skills

3. Monthly Salary and other benefits:

- i). Monthly Salary – **NOK 31,500/-**, with an annual increment of NOK 945/-
- ii). Annual bonus equivalent to one month's salary
- iii). Contribution towards Insurance Scheme
- iv). The remuneration package will include statutory leave of 21 days.

4. Local Work Permit and Residence Visa:

The candidates should be either a Norewegian National or should possess valid Work Permit and Residence Visa.

5. Last date of application: 04th September 2024

6. Method of submitting application: E-mail or by post

Email: attadmn.oslo@mea.gov.in

Subject: Application for the Post of Marketing Executive in the Embassy of India, Oslo
Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30, 0272, Oslo Norway.