

**High Commission of India
Kingston**

Recruitment of Commercial-Marketing Assistant

The High Commission of India, Kingston, invites applications from suitable candidates for one full-time position of Commercial-Marketing Assistant.

The total salary for the position is US\$613.00 per month. No other benefits are included in the salary. The remuneration package will include 21 working days of annual leave as well as sick leave of 30 days.

Candidates fulfilling the following requirements are welcome to apply:

1. Educational Qualifications: Minimum bachelor's degree in business management, preferably MBA (Marketing Management)
2. Language proficiency : Excellent in English, both written and spoken
3. Residence status : Jamaican or other citizen with valid work permit
4. Computer skills : MS office/Excel and general IT skills
5. Experience : 2-3 years of experience in Commercial/ Marketing/ Trade etc.
6. Age : Minimum 25 years

Last Date:

Interested candidates are invited to send their complete resume, with copies of certificates and a latest photograph by **10 October, 2018**

Email to_: hoc.kingston@mea.gov.in

By Post : Head of Chancery,
High Commission of India
5 Earls Court, P.O. Box 446
Kingston-8

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