NOTIFICATION

MPEDA Trade Promotion Office at New York proposes to engage MARKETING ASSISTANT for a period of one year under outsourcing method.

Number of vacancy: 1 (One).

Educational and Other Qualifications:

Essential: Graduate with proficiency in operation of Computer and having sound communication skill and should have a valid work visa.

Desirable: Capable of driving vehicle and must have a valid driving license.

Nature of Duties: Assisting the entire office work which includes Maintenance of all files and Registers, Computer operation, Photocopying, attending Phone, Interaction with US Importers and Exporters of India and other duties assigned by Resident Director from time to time. He/she should be capable of handling multiple responsibilities; i.e., desk, non-desk and travel responsibilities independently.

Consolidated Pay: USD 3120 per month.

Upper age limit as on 28.02.2018: 28 years

Place of vacancy: Trade Promotion Office, New York, USA

How to apply:
1. Mail bio-data to tpo.ny@mpeda.gov.in
2. Last date of the receipt of application: 28.02.2018.

Place: Kochi
Date: 15.02.2018

Sd/-
SECRETARY