



**Consulate General of India
San Francisco**

Applications Are Invited For the Post of Marketing Assistant

The Consulate General of India in San Francisco invites applications for one (01) full-time post of a **Marketing Assistant**:

Required Qualifications and Skill Set:

- University degree or equivalent qualification, preferably in Business, Marketing, or Commercial Law
- Knowledge of international economic and trade issues
- Experience in interdisciplinary analysis of trade and commerce in the context of international political developments
- Proficiency in English, with strong communication and teamwork skills; proficient in Microsoft Word, Excel, and PowerPoint
- Familiarity with U.S. government functioning, rules, regulations, and policies
- Strong organizational skills to coordinate promotional events and B2B meetings
- Willingness to learn and a hardworking attitude

Work Profile:

- Collect and analyze trade and market data to prepare daily, monthly, and bi-monthly reports and briefs
- Maintain a database of U.S. companies, including technology and other key industries
- Track U.S. government policy announcements and major private-sector developments in trade and technology, and assess their impact on India-U.S. commerce
- Represent the Consulate at seminars, conferences, and trade events, and prepare follow-up reports while building relationships with key stakeholders
- Support outreach and coordination related to the U.S.-India TRUST (Transforming the Relationship Utilizing Strategic Technology) initiative, including tracking developments in critical and emerging technology cooperation such as AI, biotechnology, semiconductors, quantum, and space
- Liaise with U.S. companies to coordinate meetings as required
- Support planning and coordination of promotional events and outreach activities, including logistics for visiting delegations or officials
- Prepare briefing notes and background material ahead of official meetings or events

- Respond to public and business inquiries received via phone, email, or in person regarding trade and commerce matters
- Help organize and coordinate commercial delegations and trade-related events
- Support efforts to promote Brand India and other Government of India initiatives, including trade and investment opportunities
- Perform other duties as assigned

Eligibility: U.S. Citizen / Permanent Resident (Green Card Holder)

Working Hours: Regular office hours of the Consulate. The applicant should be willing to work beyond prescribed hours and on weekends/holidays, depending on the exigencies of work.

Initial Monthly Pay: US\$ 5171. The salary and cost-of-living allowance shall be subject to periodic revision. Health insurance coverage and paid leave shall be provided in accordance with the rules prescribed by the Ministry of External Affairs, Government of India, as amended from time to time.

Important

Interested candidates may submit their application and resume, along with all supporting documents (educational certificates, a copy of their passport, and proof of U.S. citizenship or permanent residency), by **Wednesday, August 5, 2026**, to pic.sf@mea.gov.in and vcadmnsf@mea.gov.in.

Shortlisted candidates shall be invited for an interview.

For further details/clarifications, please contact: 732-397-2005. (Monday-Friday -10 AM-5:00 PM)