

**Consulate General of India**

**Los Angeles**

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**JOB VACANCY**

The Consulate General of India, Los Angeles invites applications for the following positions:

**(1) Post: Marketing Executive (Commerce)**

**Required qualifications and skill set**

- A university degree or equivalent qualification preferably in Business & Marketing/commercial law;
- Knowledge of international trade issues, including Intellectual Property Rights & Antidumping & Countervailing Duties (AD/CVD) law;
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;
- Knowledge of US Government functioning, rules & regulations, and policies;
- Organizational skills to plan promotional events and B2B meetings;
- Proficiency in English language, communication skills, teamwork, computer operation - including Microsoft Word, Excel, Power Point, etc.;
- Keenness to learn and willingness to work hard.

**Work Profile**

- Ability to function with minimal supervision in fast paced work environment;
- Conducting product and sector specific market research and surveys;
- Prepare periodic analytical studies and reports;
- Attending seminars / conferences etc. and submitting reports;
- Monitoring of policy announcements by the US and India and analysis thereof on trade & commerce;
- Analysis of commercial data and supervision of compilation thereof;
- Arranging & handling of commercial delegations / commercial events;
- Promotion of Brand India, major initiatives of the Government, trade & investments etc.;
- Devising and presenting ideas and strategies.
- Any other work assigned from time to time.

**Salary and Benefits:**

- **Monthly Pay: US\$ 6500/-**

## **2. Marketing Assistant**

### **Required qualifications and skill set:**

- A University Degree or equivalent qualification preferably in International Relations;
- Preferably two years of work experience;
- Effective public relations, communication skills in English language (both written and spoken);
- Event management skills;
- Proficiency in computer skills (MS Office and social media);
- Strong interpersonal skills and ability to handle multiple tasks simultaneously;
- Willingness to work beyond office hours in case required.

### **Work Profile:**

- Provide Secretarial assistance, maintain and schedule appointments;
- Respond to telephone or written inquiries;
- Accord necessary support and assistance in planning, managing and executing official events/functions in the Mission;
- Assistance in planning, logistics and execution of social engagements at the Residence of Head of Mission;
- Other secretarial tasks that may be assigned from time to time.

**Initial Pay: US\$ 5171**

Interested candidates may send applications and resumes along with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to:

[admin.la@mea.gov.in](mailto:admin.la@mea.gov.in) Latest by 20 October 2025