



Consulate General of India, Hong Kong

VACANCY NOTICE

Applications are invited for the following Post:

Job Title- Marketing Assistant

Address 16 A, United Centre, 95 Queensway, Admiralty, Hong Kong

Responsibility-

1. Attend to trade enquiries
2. Respond to tender enquiries
3. Newspaper article translations from Cantonese to English
4. Translation work and assist in any other work assigned

Desired Qualification-

1. Candidate should be fluent in Cantonese and well versed in English.
2. Adequate computer skills.

Terms-

1. Starting monthly salary is HK\$ 19000 + (Allowance @ 9%) 1710 – (Contribution to Mandatory Provident Fund @ 5%) 1035.50 = HK19674.50. There is an annual increment of HK\$570. There is also an yearly bonus equal to one month's pay.
2. Office timing are 09.00 a.m. to 05.30 p.m. Monday to Friday.
3. Lunch break from 01.00 p.m. to 01.30 p.m.
4. Annual leave of 21 days is granted.

Interested applicants should have HK ID or valid visa/permission to work in Hong Kong. Applications can be sent to the undersigned alongwith bio data and a copy of valid Hong Kong work ID/Resident visa by 02.06.2023 by E-mail at hoc.hongkong@mea.gov.in or by post/by hand at 16A, United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification applicant may telephone No.39709922.

(Renjina Mary Varghese)
Head of Chancery
24-05-2023