

**Embassy of India
Washington DC**

JOB VACANCIES

The Embassy of India, Washington DC invites applications for the following position from the interested applicants who are **either US citizens, permanent residents, individuals with valid work permit and appropriate visa:**

(01) Marketing Assistant (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
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments
- Proficiency in English language, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.
- Knowledge of US Government functioning, rules & regulations, and policies
- Organizational skills to plan promotional events
- Keenness to learn and willingness to work hard

Work Profile:

- Preparing reports including daily, monthly and bi-monthly reports
- Timely handling of all trade related queries
- Maintaining database of Indian/US importers/exporters
- GSP-Monitoring, reporting, submission of replies, follow up, etc.
- Collect, update and analyze trade & market data for monthly and bi-monthly reports and updating briefs and Embassy website
- Monitor Indian investments / acquisitions / mergers in the US and vice versa
- Disposal of Trade dispute cases
- Monitor internet resources for trade updates.
- Market surveys for selected products & trade promotion activities, providing trade related / sector specific inputs for visiting delegations
- Publicizing and promoting Indian trade fairs through Embassy's website and local Chambers.
- Activities connected with trade shows and promotional meetings
- Liaison with US companies for meetings as and when required
- Liaison with USDOC, USTR & other US Government Agencies as required
- Protocol duties with visiting delegations
- Any other duties assigned from time to time

Salary and Benefits:

- Annual Pay: US\$ 62,052/- (to be paid in equal monthly installments)
- Health insurance: Up to US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave [paid time off]: 21 days per calendar year.

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

attadmn.washington@mea.gov.in

or

Fax to 001 - 202-319-2840

or

**2107 Massachusetts Avenue, NW
Washington, DC- 20008**

Latest by Wednesday, August 12, 2026 (1800 hrs.)
