EMBASSY OF INDIA
MADRID

No. MAD/579/01/2021 22.04.2024

RECRUITMENT NOTICE FOR THE POST OF MARKETING EXECUTIVE-CUM-INTERPRETER

The Embassy of India, Madrid, invites applications from suitable candidates for a full-time position of Marketing Executive-cum-Interpreter. The starting monthly salary is €1200 + COLA (Cost of Living Allowance i.e. 30.12%). The remuneration package includes 30 working days of annual leave, 21 days of medical leave as well as mandatory social insurance benefits and two bonuses.

2. Candidates with the following requirements may apply:

1.	Education Qualifications	Bachelor's degree of Translation and Interpreting in English and Spanish language or equivalent vocational training and work experience in a recognised university.
2.	Language proficiency	Professional proficiency in Spanish and English (C1-C2 level).
3.	Residential status	The candidate must have Spanish citizenship / local work permit / resident visa, in compliance with local laws to work in Foreign Diplomatic Missions in Spain.
4.	Computer skills	- Excellent proficiency in using programmes in the MS Office suite and general IT skills.
5.	Experience	- Experience of at least 1 year in translation and interpreting. - Understanding of and experience in market research techniques, data analysis and statistical methods.
6.	Abilities	- Excellent communication and interpersonal skills. - Familiarity with website and social media managements techniques. - Experience in event management and understanding of the activities involved in the entire life cycle of an event. - Multi-tasking, creative, innovative, organised and result-oriented team player.

3. Last Date: Interested candidates are invited to send their application, with copies of certificates and an updated CV with the latest photograph, by **30th April 2024**

Email to: hoc.madrid@mea.gov.in

By Post: Head of Chancery,
Embassy of India
Avenida Pio XII, 30-32
Madrid 28016

4. Applications received after 30th April 2024 or without requisite documents will not be considered. Short-listed candidates will be required to take a written test and/or interview.

5. No transport or other assistance/reimbursement will be provided for appearing in the tests. The selected candidate will be requested to join immediately.