

Employer : Consulate General of India, Vladivostok

Location : Egersheld District

Vacancy : Commercial Assistant

Duties:

The main responsibility of the position includes but is not limited to the following:

Assist in research work pertaining to specific industries and /or services on an as-needed basis, using essential data from sources such as internet, magazines, newspapers, and industry journals. Monitor regulatory matters affecting the major sectors as well as general trade issues – including laws, regulations, standards, procedures and other non-tariff barriers.

Assist in research and preparation of market studies on specific sectors using such sources as official government contacts and reports, industry and trade association contacts and reports, trade directories and websites.

Organizing B2B meetings, handling calendars, preparing agendas

Developing and maintaining the Trade Related database with contact information for local companies, importers/exporters, commercial organisations

participation and assistance in organizing official visits, events, and trade delegations

Respond to trade inquiries from Indian firms seeking to export, as well as requests from local firms and or government institutions interested in buying Indian products and services.

Perform other duties as assigned from time to time.

Qualifications Required:

1. Graduate Degree (preferably in Commerce or Business Management or Economics or Marketing or Finance or International Trade) or 2-5 years experience in handling foreign clients, partners.
2. Fluency in English Language (spoken and written)

Apart from the above two basic requirements, the candidate will be expected to have a working knowledge of the Russian Customs legislation and procedures,

knowledge of the importers' market of the Far East of Russia, good knowledge of the economy of the Russian Far East.

Emoluments:

Basic Salary + Bonuses

Salary: High level. (Salary level will be discussed individually with the successful candidate)

Remarks:

Schedule: 5-days working week from 9:30 to 1800

Probationary period of 5 months

The candidate will have to be ready to work extra hours as and when required.

CV with photo, contact details may be sent to as an attachment to cgivlad@mail.ru