

**Consulate General of India
Barcelona, Spain

JOB VACANCY

The Consulate General of India in Barcelona invites applications from suitably qualified candidates for the following position:

One (01) Marketing Assistant

Applicants must be citizens of Spain or another European Union Member State, or otherwise possess valid authorization to reside and work in Spain.

Required Qualifications and Skills

1. A university degree or equivalent qualification, preferably in Marketing, Business Administration, International Trade, Economics, Communications, International Relations, or a related field.
2. Relevant professional experience in marketing, business development, trade promotion, market research, communications, or event management.
3. Good understanding of the Spanish and Catalan business environment, economic institutions, chambers of commerce, trade associations, and relevant public authorities.
4. Excellent command of English and Spanish, both written and spoken. Knowledge of Catalan will be considered an advantage.
5. Strong communication, interpersonal, organizational, and teamwork skills.
6. Proficiency in Microsoft Word, Excel, PowerPoint, email management, online research, and digital communication tools.
7. Experience in social media management, content preparation, website updates, and promotional campaigns will be considered an advantage.
8. Ability to prepare reports, presentations, business briefs, databases, and official correspondence.
9. Capacity to manage several assignments simultaneously and work efficiently under deadlines.
10. Keenness to learn, attention to detail, flexibility, and willingness to undertake responsibilities as assigned.

Work Profile

The selected candidate will be expected to undertake duties including, but not limited to:

1. Conducting market research and preparing reports on commercial and economic developments in Spain and India.
2. Collecting, updating, and analysing trade, investment, and sector-specific information.
3. Preparing daily, weekly, monthly, and other periodic reports and business briefs.
4. Responding promptly to trade- and business-related enquiries received by the Consulate.
5. Maintaining databases of companies, importers, exporters, investors, chambers of commerce, business associations, and institutional contacts.
6. Monitoring Indian investments, business activities, acquisitions, partnerships, and commercial opportunities in Spain, as well as Spanish investments and business interests in India.

7. Identifying potential areas of cooperation between Indian and Spanish companies and institutions.
8. Promoting Indian trade fairs, exhibitions, investment opportunities, business delegations, and commercial initiatives.
9. Supporting the organization of business seminars, promotional events, trade meetings, exhibitions, and networking activities.
10. Liaising with Spanish and Catalan government institutions, chambers of commerce, trade associations, companies, universities, and other relevant organizations.
11. Coordinating meetings and programmes for visiting business and official delegations.
12. Preparing promotional materials, presentations, invitations, reports, press notes, website content, and social media posts.
13. Monitoring online resources, media outlets, institutional publications, and business platforms for relevant economic and commercial updates.
14. Assisting with protocol, administrative, and logistical duties related to official visits and events.
15. Performing any other duties assigned by the Consulate General of India from time to time.

Application Procedure

Interested candidates should send the following documents:

1. A comprehensive and updated curriculum vitae with a **recent photograph**.
2. A cover letter explaining their suitability and motivation for the position.
3. Copies of educational qualifications and relevant professional certificates.
4. Proof of Spanish or European Union citizenship, or valid authorization to reside and work in Spain.
5. Copies of any other documents supporting the application.

Applications should be sent by email to:

admin1.barcelona@mea.gov.in

The subject line of the email should read:

Application for the Position of Marketing Assistant – Barcelona

Only shortlisted candidates will be contacted for the next stage of the selection process.