



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. Daily & weekly reporting of important news articles
5. Translation work and to 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- Starting monthly salary is HK\$ 19,000 + (Allowance @ 9%) 1,710 - (Contribution to Mandatory Provident Fund @ 5%) 1,035.5 = HK\$ 19,674.5. There is an annual increment of HK\$ 570. There is also an yearly bonus equal to one month's pay. Annual leave of 21 days and Sick Leave of 30 days is granted. Office timing are 09.00 a.m. to 05.30 p.m. from Monday to Friday. Lunch break is from 01.00 p.m. to 01.30 p.m.

Interested applicants should have permanent HK ID or valid visa/permission to work in Hong Kong. Applications can be sent to the undersigned along with bio data and a copy of valid Hong Kong work ID/Resident visa by 19.08.2025 by E-mail at hoc.hongkong@mea.gov.in or by post/by hand at 16 D, United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification applicant may telephone No. 39709924.


(Aman Agarwal)
Head of Chancery