

High Commission of India
Wellington

Vacancy for post of Marketing Assistant

High Commission of India in Wellington invites applications from interested candidates of New Zealand Nationality or those having Permanent Residency / Work Visa, for the post of Marketing Assistant at the High Commission on a purely temporary / contract basis.

Qualification

The candidate should possess a bachelor's degree in any discipline. A degree in marketing, business, or related fields is preferable. In addition, the candidate should have the following desirable qualifications or skills, which will form the basis for shortlisting candidates for interview:

- Working experience in the field of administration, sales, or marketing.
- Effective written and verbal communication skills.
- A high level of attention to detail.
- Ability to work effectively within a team.
- Competency in Microsoft applications including Word, Excel, Power Point and Outlook, etc. The candidate is expected to be familiar with the latest working software and tools
- Data analysis skills

Responsibilities:

The primary responsibility of the Marketing Assistant is to support the Commercial Desk of the High Commission as required and directed. This includes assisting in the collection of market and trade statistics, analyzing data, and monitoring market trends and trade policies. In addition, the candidate should be capable of performing following tasks related to their area of work.

- Help organize and coordinate marketing events such as conferences, webinars, and trade shows
- Collaborating with Business entities and commercial organisations.
- Helping identify marketing trends and key opportunities for innovation.
- Maintaining a marketing database.
- Providing administrative support to the marketing team.
- General office duties.
- Preparation of marketing reports.
- Organizing market research.
- Updating social media accounts and website.

Applications must reach the High Commission of India no later than 02 June 2026. Only shortlisted candidates will be invited for an interview, which will be held shortly thereafter.

Aspiring candidates should apply through www.seek.co.nz , should upload their bio-data including full details i.e. age, address, qualifications, work experience, copies of Passport / NZ Visa, contact details, a recent passport size photograph, etc. Applications without the above details will not be considered.

For further information and assistance, please email to admn.wellington@mea.gov.in