



**Consulate General of India  
Manchester**

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**MOST IMMEDIATE**  
**APPLICATIONS INVITED FOR POST OF MARKETING EXECUTIVE**

The Consulate General of India, Manchester, invites applications for the posts of “**Marketing Executive**” having an initial monthly pay of GBP 3585/-, which will increase after grant of annual future increment @ 3% of the last drawn salary on 1<sup>st</sup> July every year or successful completion of one year of active service.

Please note that the salary for this post of Marketing Executive will be regularised as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

**No. of Post: One (1)**

**Minimum required qualifications and skill set:**

- **Educational background:** University degree from a recognised institution in Economics, Commerce, Marketing, International Business, or Finance. A postgraduate degree or relevant professional certification in trade, business, or economic policy will be preferred.
- **Professional experience:** Demonstrated understanding of India–UK trade and investment frameworks, and familiarity with business and trade bodies, chambers of commerce, and trade promotion organisations in both countries.
- **Skills:** Strong communication and networking skills (both verbal and written) with the ability to engage effectively with senior business and government stakeholders.
  - Proven analytical and research skills for commercial reporting, market intelligence, and economic analysis.
  - High level of commercial awareness, with the ability to identify and support trade and investment opportunities.
  - Good working knowledge of IT systems, including proficiency in MS Word, Excel, PowerPoint, and online research/analytic tools.
- Sound understanding of the UK business and economic environment (particularly in the North West of England) and the Indian market and industrial landscape.
- **Experience:** Minimum 7 years of relevant professional experience in trade promotion, business development, market research, or working with trade/investment organizations, chambers of commerce, or government agencies.

**Nature of Work**

The selected candidate will work under the direct supervision of the Consul General and Consul of the Consulate General of India, Manchester. The responsibilities will include, but are not limited to:

- Managing commercial, trade, and research portfolios of the Consulate.
- Conducting market studies, compiling and maintaining databases of regional businesses, investors, and trade organisations.

- Advising the Consulate on emerging trade and investment opportunities, sectoral developments, and relevant business trends.
- Liaising and maintaining effective relationships with local authorities, chambers of commerce, trade bodies, and industry associations.
- Preparing professional reports such as Monthly Commercial Reports, Economic Newsletters, Market Surveys, and Briefing Notes.
- Assisting in the organisation, outreach, and publicity of trade, investment, and business promotion events of the Consulate and the Government of India.
- Supporting incoming and outgoing business delegations and facilitating B2B/B2G connections.
- Undertaking any other tasks assigned from time to time related to the Consulate's commercial and economic functions.

**Mental and Physical Health:** The applicant should be in good mental and physical health. At the time of offer of appointment, the candidate needs to submit a medical fitness certificate from a reputed medical clinic/ hospital.

**Local Work Permit and Residence Visa:** Only candidate having local work-permit/ resident visa in compliance with local rules and regulations to work in Foreign Diplomatic Missions will be eligible for consideration. Local Police clearance certificate may be submitted at the time of interview.

Interested applicants may please send their applications and resume giving complete details including age, educational qualification, and work experience with all supporting documents (educational certificates / documents, Passport / visa / work permit / photo etc.) to [hoc.manchester@mea.gov.in](mailto:hoc.manchester@mea.gov.in) by 31<sup>st</sup> October 2025. Shortlisted candidates shall be invited for an interview.

**Note:** This is a re-advertisement of the advertisement originally posted on 08.09.2025. Applicants who have already submitted their applications to the specified email address need not apply again.

Place: Manchester

Date: 14<sup>th</sup> October 2025