

Advertisement for the post of Marketing Assistant in Embassy of India, Helsinki

The Embassy of India, Helsinki invites application (in English) from suitable candidates for filling up full time contractual position of Marketing Assistant.

Residence Status: Finnish citizen or any other National with a valid work permit.

Qualification: Bachelor's Degree or above, preferably in business/economics.

Language: Proficiency in Finnish and English – written and spoken. If not a native Finnish speaker, minimum C1 qualification is required (language certificate to be submitted with CV).

Documents :

- (a) Educational Certificate(s)
- (b) Experience certificate(s)
- (c) Medical Fitness Certificate (at the time of signing the contract).

Work Experience: Minimum 3 years experience working on business-related assignment. Preference will be given to those with experience with a local government/international organisation.

Responsibilities : To work in commercial wing including responding to commercial queries; organizing business events; handling visits of incoming business delegations to Finland; preparing commercial reports; networking with Indian companies in Finland and Finnish companies doing business with India etc.

Working hours: Full time job. 0830-1700 hrs, Monday to Friday. The candidate should be willing to work occasionally during extended office hours and weekends/holidays depending upon the office requirement.

Pay scale: Starting gross salary - Euros 2500 + 20% additional allowance (deductions as per local laws would be applicable)

Starting date: 01 August, 2026 (tentative)

Status: Contractual local employee in Embassy

Duration: Until further notice

Interested candidates should email their CV in English to **adm.helsinki@mea.gov.in** by **15th July, 2026** with the subject "VACANCY MARKETING ASSISTANT - Name". The shortlisted candidates will be called for written and verbal assessment.