



EMBASSY OF INDIA
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The Embassy of India in Tallinn invites applications (**in English**) from suitable candidates for the Post of Marketing Assistant in the Embassy. The details are as follows:-

Job Title	Marketing Assistant
Qualification	Only Estonian Nationals or persons having a long term employment visa/work permit in Estonia may apply. Bachelor's degree or above, preferably in Business/Economics Candidate should be proficient in Estonian and English. Languages- both written and spoken.
Work experience	Having previous experience in working on business-related assignments. Preference will be given to those having work experience with International organizations holding similar positions.
Probation Period	The first four(4) months of your employment would be probationary period during which your performance and suitability for continued employment after the probation period would be monitored.
Salary	Fixed Gross salary of Euros 2600 per month. Annual increment may be granted subject to satisfactory service during the preceding period of 12 months. Besides, this monthly pay, no other allowances, such as Compensatory Allowance, Dearness Allowance, House Rent Allowance or rent free accommodation in lieu, Conveyance Allowance etc are admissible. Mandatory employee contributions towards fixed pension, unemployment insurance and income tax will be deducted as per the rates prescribed by the Estonian tax and customs board.
Job Requirements	<ul style="list-style-type: none">• Responsible for economic outreach of the Embassy• Responding to queries regarding commercial information• Organizing business events• Handling visits of incoming business delegation to Estonia• Networking with Indian companies in Estonia and Estonian companies doing business with India• Preparation of commercial reports• Computer skills in MS office, Powerpoint, Excel, in depth knowledge and understanding of social media platforms.
Personality requirement and skills	<ul style="list-style-type: none">• Communicative and friendly personality with team spirit• Structured way of working with proactive approach• Demonstrate creativity in Social Media and applications• Ability to multi task and work under pressure

Interested candidates may apply along with their CV (**in English language**) with photograph, experience certificate (if any), certificate of educational qualification and copy of valid Estonian ID card on the email address adm.n.tallinn@mea.gov.in. The short listed candidates will be called for written and verbal assessment.

Last date for application is 13th February, 2026.