Date: 02 November 2026

Consulate General of India
Houston
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Job Vacancy for (Marketing Assistant)

The Consulate General of India, Houston invites application for the following positions from the applicants who are either US citizens or permanent residents, residents with valid appropriate visa or valid work permit.

No. of Post	:	**One**
Position	:	**Marketing Assistant**
Pay	:	**Starting salary USD- 5060/- per month**
Leave	**:**	**Annual leave 21 days and Medical leave 30 days**
Other benefits	:	**USD 75 p.m. (towards medical insurance premium)**

Eligibility Criteria:

* A University Degree or equivalent qualifications preferably in Business & Marketing/ Commercial law;
* Proficiency in English language, communication skills, teamwork, Computer Operation- including MS Office, Excel, Power Point, Canva, Video editing etc.
* Adequate experiences in analysis of trade and commerce related issues;
* **Applicant must have completed 22 years of age and should be below 40 years of age as on 01 November 2026**
* Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

Duties/Responsibilities:
* Organizational skills to plan promotional events;
* Timely handling of all trade related queries.
* Maintenance database of Indian / US importers / exporters.
* Collect, updates and analyze trade & market data for monthly and bi-monthly reports and updating briefs and Consulate website.
* Publicizing and promoting Indian trade fairs through Consulate's website and local Chambers. Activities connected with trade shows and promotional meetings.
* Liaison with US companies for meeting as and when required.
* Designing, editing and preparing flyers, banners, and other promotional materials for various Consulate activities.
* Accompanying the Consulate officials for local and outstation events as part of protocol team.
* Capturing high-quality Photos and videos. Editing and producing videos for official events.
* Podcast Recording and Production including handling cameras, microphones and audio equipment.
* Preparing, editing and publishing official content, photographs, videos on the Consulate's social media platforms.
* Providing basic IT support for computers and other devices.

How to apply:

Interested applicants should submit their resume, along with complete details and supporting documents **(educational qualifications, work experience, age, and valid work authorization**) at **admn.houston@mea.gov.in and hoc.houston@mea.gov.in** by **20 November 2026.**

Please note that only short-listed candidates will be invited for an interview at the Consulate. Candidates are responsible for their own transportation and other expenses related to the interview. No reimbursement will be provided. The selected candidate will be expected to join immediately upon selection.