

JOB DESCRIPTION

Designation:	Assistant /Deputy Manager	Level:	E3-E4
Department:	Ro Chennai	Location:	Chennai
Reporting:	Dy. Director – Regional Office	Direct Reportees:	1 to 2

Required Profile:	
Educational Qualification	MBA in any discipline
Experience	6+ years
Preferred Industry	Any Industry (Preferably From any Export Council or Association)
Salary Budget	

Key Accountabilities

- Act as a key anchor for organizing, Seminar, Workshop, Meeting & exhibitions, space selling and promotion of Jewellers.
- To coordinate with Central/State Government department, Local bodies for policy matters related to the industry
- Responsible for overall supervision of promotional and marketing activities at designated region including exhibition and event related activities
- To advise and provide assistance to members in the designated region on export/import procedures and policies
- Responsible for taking necessary approvals for Membership Certificate.
- Perform all administrative work .
- To draft budget and policy proposals for the trade.
- Proposing & reviewing of budget, approvals for employee welfare etc.
- Calling exhibitors & Visitors for registrations in our all shows.
- To organize road show & Door to Door visit / Showroom visit to increase membership & exhibition participation & other various promotional activities in the region.
- Cost control through maximum utilization of available resources
- Compliance and maintenance of safety/security/operation standards, and ensuring implementation of company's norm.
- Handling team & guiding them in each assignment
- Identifying training need & arrangement of required training for Chennai staff
- Making strategy for promotion of exports.
- Revenue generation exhibitions, generating exports membership subscription etc.
- Identify and promote benefits of gems and Jewellery.
- Attending day-to-day trade queries with respect to MSME schemes, exports, imports regulations and policy matters.

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Skills and Knowledge	Required Competencies:
<ul style="list-style-type: none">• Proven facility management experience, meeting, or exceeding targets for budget adherence.• Ability to communicate, present and influence all levels of the organization, including executive.• Proven ability to drive operations process from plan to close• Regional Language preference as the region has 5 Major states and 4 different major Regional Language.	<ul style="list-style-type: none">• Excellent listening, negotiation, and presentation skills• Excellent verbal and written communication skills.• critical thinker and problem-solving skills• Team player• Good Time mgmt. skills• Problem Solving approach