

## JOB DESCRIPTION

<b>Designation:</b>	Chief Operating officer	<b>Level:</b>	Sr. Management
<b>Department:</b>	Operation	<b>Location:</b>	Mumbai
<b>Reporting:</b>	Executive Director	<b>Direct Reportees:</b>	Approx. 10

<b>Required Profile:</b>	
Educational Qualification	MBA in Operations/Marketing/Finance or relevant qualification. ICWA / ICSI, CA would be an advantage
Experience	Must have a minimum experience of 15 years of which immediate past 5 years should be in similar role or heading any one of the functions, namely – Operations / Finance & Accounts / IT / Admin
Industry to be hired from	Any Industry
Salary Budget	No constrain for right candidate
<b>Key Accountabilities</b>	
<p>The COO will lead the following important functions in the Council and provide and effective leadership to build and prepare the teams to offer unmatched service to its employees and members. He/ She will drive the following portfolios in the council</p>	
<ol style="list-style-type: none"> <li>1. <b>IJPM</b> <ol style="list-style-type: none"> <li>a. Coordination with local Govt bodies for India Jewellery Park Mumbai (IJPM)</li> <li>b. Responsible for implementation of all strategies and actionable for time bound completion of IJPM</li> </ol> </li> <li>2. <b>Council Operations:</b> The COO will be responsible to implement robust Operational systems and processes in the Council. One should have a sound understanding of ERP and its effectiveness for efficient management.</li> <li>3. <b>Regional Growth and Goals</b> <ol style="list-style-type: none"> <li>a. Responsible to drive revenue targets with P&amp;L accountability along with respective Regional Managers</li> <li>b. In consultation with Executive Director and respective Regional Heads, set the yearly goals and targets to ensure desired performance and growth.</li> <li>c. Consistent and periodic reviews and monitoring of regional Budgets vs achievements and support develop action plans to achieve the set targets</li> </ol> </li> <li>4. <b>Management of operations of Subsidiaries and projects:</b> <ol style="list-style-type: none"> <li>a. Responsible to drive the subsidiaries and project of the GJEPC are effectively managed</li> <li>b. In Consultation with Executive Director set annual goal and ensure the set goals are achieved</li> <li>c. Periodic review of performance of subsidiaries and projects</li> </ol> </li> <li>5. <b>Membership &amp; MSME:</b> <ol style="list-style-type: none"> <li>a. Responsible for strategizing the membership enhancing drives.</li> <li>b. Responsible for membership retention program and renewals.</li> <li>c. Strategizing and execution of membership connect plans</li> <li>d. Responsible for engaging councils Members'</li> </ol> </li> <li>6. <b>Head Office / Regional Office Administration</b> <ol style="list-style-type: none"> <li>a. Create an automated environment for all administrative processes</li> <li>b. Monitor the administrative functioning at all offices of Council including the Regional Offices of Council.</li> </ol> </li> </ol>	

## JOB DESCRIPTION

### 7. IT function

- a. Oversee and guide the IT function
- b. Oversee enhancement, implementation, and monitoring of various management information systems and monitoring mechanism.
- c. Sign off capital expenditure within budget. This includes approving purchase or sell decisions for desktop computers, laptops, departmental equipment etc.

**8. G&J KYC :** Ensure satisfactory service delivery to all internal and external stakeholders. Ensure regular forums exist to manage, monitor and report SLA/KPI performance against agreed standards.

**9.** Responsible for managing CSR initiatives of council

**10.** Responsible for implementation of SEZ policies.

Required Functional Knowledge:	Required Competencies:
<ul style="list-style-type: none"> <li>• Must understand business environment and provide innovative solutions for business challenges.</li> <li>• Understand ethical behaviour / practices and ensure own / others behaviour is consistent with the values of the Organization</li> <li>• Must focus on performance and results and action oriented.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Business development</li> <li>• Financial acumen</li> <li>• Interpersonal Relationship Building skills</li> <li>• Decision-making</li> <li>• Problem-solving</li> <li>• Change management</li> </ul>