

JOB DESCRIPTION

Designation:	Assistant Manager	Level:	Middle
Department:	Policy	Location:	Delhi
Reporting:	Asst. Director - Policy	Direct Reportees:	NA

Required Profile:	
Educational Qualification	MBA
Experience	5 years
Industry to be hired from	Export Import Knowledge, Trade Policy
Salary Budget	6 – 7 lacs

Key Accountabilities

- Pass out from reputed B-school (IIFT, IMT etc) in depth knowledge of export and import, preferably Gems & Jewellery sector.
- Basic knowledge of FTP/HBoP, RBI Master Circular, Customs Notifications, GST Law amendments & Notifications, Service Tax
- Able to frame representations to various ministries on behalf of industry.
- Aware of various relevant & concerned Ministries.
- Good at taking minutes and report writing.
- Analyze past results and perform variance analysis.
- Identify trends and make recommendations for improvements.
- Provide analysis of trends and forecasts and recommend actions for optimization
- Strong at Excel functions and PowerPoint
- Preferable experience 4-5 years

Required Functional Knowledge:	Required Competencies:
<ul style="list-style-type: none"> • Preparing data reports, analytical reports and thematic report • Preparing notes as per the Government queries • Conducting surveys • Organising webinars /seminars /training programs • Connecting with members, resolving their issues 	<ul style="list-style-type: none"> • Confident • Good with numbers • High attention to detail • Inquisitive • Organized • Logical