

JOB DESCRIPTION

About Gem & Jewellery Export Promotion Council (GJEPC):

The GJEPC is the apex body driving India's export-led growth in the gem and jewellery sector, since 1966 set up by the Ministry of Commerce and Industry, Government of India. Headquartered in Mumbai with regional offices across the country, the Council has over 7,500 members in its fold.

The council plays very pivotal role in promoting India as brand in international gem and jewellery market, works as the bridge in connecting government and trade, upholding the diamond integrity through Kemberly certification, works on innovation & infrastructure and also take care of well being and health of the members associated with GJEPC. Thus it has a wide reach and is able to have a closer interaction with members to serve them in a direct and more meaningful manner. Over the past decades, the GJEPC has emerged as one of the most active export promotion councils and has continuously strived to both expand its reach and depth in its promotional activities as well as widen and increase services to its members.

Designation:	Assistant Manager	Level:	Middle Management
Department:	National Events	Location:	Mumbai
Reporting:	Assistant Director – National Events	Direct Reportees:	

Required Profile:	
Educational Qualification	Graduate or Diploma /Degree in Event Management
Experience	5 to 8 years
Industry to be hired from	Any Industry
Salary Budget	5 to 7lacs
Skills and Knowledge	<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.
Required Competencies	<ul style="list-style-type: none"> Excellent listening, negotiation, and presentation skills Excellent verbal and written communication skills of English & Marathi critical thinker and problem-solving skills Team player Good Time mgmt. skills Problem Solving approach
Key Accountabilities	<ul style="list-style-type: none"> To get a new registration for all domestic exhibitions Achieve set targets DTD & Road Show traveling within Maharashtra to promote the show Follow-ups with the existing visitor for domestic exhibitions Coordination with registered visitors for badges & other activities Update /Development of visitor registration online portal if required Coordination with national association presidents & secretaries to promote the shows Internal coordination with the regional team & Internal team Tele Calling – to existing visitors/ members & convert them into registration