

The Gem & Jewellery Export Promotion Council is a nonprofit all India apex body set up in the year 1966. GJEPC has completed 50 years of its glorious existence.

Today it represents almost 6,000 exporters in the sector, operating under the supervision of the Ministry of Commerce & Industry, Govt. of India.

We are looking for Senior Consultant for a Short term Project to who will be responsible for end to end execution of various activities planned for celebration to have reached the milestone.

GJEPC will launch a series of initiatives to commemorate a significant milestone in its illustrious history such as

- Awards Function
- 2 International Conferences
- Charity Dinner.

Detailed description of the profile is as under:

Position: Sr. Consultant.

Location: HO, Mumbai.

Duration of Project: 4 Months starting from October 1st, 2016 till January 31st, 2016.

The position will be a senior position reporting to Head of the Organization.

The incumbent will be responsible for:

- Planning of the entire series of initiatives.
- Monitor the Progress of the overall arrangements.
- Coordinate & liaison with various departments of Council, liaison with Government Agencies etc.
- Coordination with agencies for promotional material & review.
- Looking after the arrangements of travel/stay of 100 overseas delegates.
- Execution of specific tasks related to the events.

Candidate Profile:

- Ideal candidate must be a graduate or post graduate from an institute of good repute & should have 15+ years of Experience coming from Trade Association body or similar agencies.

-Should have headed divisions/ verticals in the organizations served.

- Should possess excellent communication skills (written and oral), Team Management skills & Client Servicing skills.

- Ability to work under pressure & Multi-task.