

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:	Asst.Mgr/Mgr - Research	Level:	Middle Management
Department:	Statistics & Trade Research Dept	Location:	Mumbai
Reporting:	Asst. Director – Research	Direct Reportees:	

Required Profile:	
Educational Qualification	MA Economics or MBA in International Trade/International Business/Management with 65% score from a recognised university/Institute. Certificate/Diploma course in export management/statistics etc
Experience	Must have experience of at least 5 years for the position of Assistant Manager (Research) and of atleast 8 years for the position of Manager (Research Manager) in the field of research and analysis.
Industry to be hired from	Any Council, Gold & jewellery Industry, Commodity Market, Research Organisation
Salary Budget	Best in Industry
Skills and Knowledge	<ul style="list-style-type: none"> • Hands on experience of SPSS/E-Views or any other statistical software • Expert in MS Office especially in Data Tools • Strong data analysis skills • Strong report writing skills • Strong presentation skills • Preparing questionnaire and Conducting survey
Required Competencies	<ul style="list-style-type: none"> • attention to detail • Analytical Skills • time management • critical thinking, • problem-solving, • communication Oral & written
Key Accountabilities	<ul style="list-style-type: none"> • Timelines for the release of the reports and documents to be adhered.