

JOB DESCRIPTION

Designation:	Assistant Director – Trade Development	Level:	Middle Management
Department:	Kimberly Process	Location:	Mumbai
Reporting:	Executive Director	Direct Reportees:	3
Required Profile:			
Educational Qualification	MBA or Post Graduate in Marketing		
Experience	10 to 12 years with prior experience in Marketing & Research		
Industry to be hired from	A non – governmental trade association and advocacy group		
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of Trade policy • Ability to communicate, present and influence. • Proven ability to drive operations process from plan to close. 		
Required Competencies	<ul style="list-style-type: none"> • Excellent listening, negotiation, and presentation skills • Leadership Skills • Networking Skills • Excellent verbal and written communication skills. • critical thinker and problem-solving skills • Team player • Good Time mgmt. skills • Problem Solving approach 		
Key Accountabilities	<ul style="list-style-type: none"> • To promote cooperation with counterpart organisations in diamond, lab grown diamond and gem & jewellery sector nationally and internationally • To provide up-to-date information and data to industry and government wrt diamond and lab grown diamond • To promote ease of doing business for the Indian diamond and lab grown diamond sector • Maintain relations with Indian and international diamond and gem & jewellery associations and trade bodies and civil society • Build international relations • Build positive communication dynamics with trade organizations in Gems & Jewellery of India and from different countries in order to build a cooperative relationship and optimize information exchange. • Promote free trade • Develop strategies for the promotion of free trade, open competition between businesses for the development of economic growth, in order to gain support for free trade and competition regulation policies. • Inspect government policy compliance • Inspect public and private organizations to ensure proper implementation and compliance to government policies which apply to the diamond sector. • Develop trade policies • Develop strategies which support economic growth and facilitate productive trade relations both nationally and internationally. • Establish collaborative relations 		

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	<ul style="list-style-type: none">• Establish a connection between organisations or individuals which may benefit from communicating with one another in order to facilitate an enduring positive collaborative relationship between both parties.• Perform market research• Gather, assess and represent data about target market and customers in order to facilitate strategic development and feasibility studies. Identify market trends.
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