APPAREL EXPORT PROMOTION COUNCIL

Gurugram, Haryana

Apparel Export Promotion Council invites applications for the post of "Executive" for its regional offices at Okhla New Delhi, Noida, Jaipur, Ludhiana and Kolkata.

Minimum Qualification

- Bachelor's degree. Preference will be given to the Post Graduate in Business Administration/ Business Finance/Law/ International trade

Age/Experience

- Up to 35 years. Having relevant working experience with an Association/EPC/Chamber of Commerce is preferable.

Other Required skills

- Must be thorough with the MS office
- Good command over written and oral English and local language
- Must have very good presentation, relationship management, analytical and liaising skills

JOB RESPONSIBILITIES

1. Identify potential exporters to expand the Council's membership base and manage end-to-end onboarding of new members. Provide guidance on procedural requirements—including Certificates of Origin (CoO), export incentives, licenses, and compliance documentation—to ensure members fully utilize available export promotion schemes, services, and support networks.
2. Maintain regular engagement with existing members. Respond to queries of members on trade schemes, tariff updates, and international market access.
3. Generate participation for various international fairs and domestic meets.
4. Coordinate and organize regional trade meets, buyer-seller networking sessions, capacity-building workshops, webinar/seminar and trade delegations.
5. Liaising with government departments, including Customs, DGFT (Directorate General of Foreign Trade), RBI, port authorities, MSME department and state government.

6. Track, compile, and escalate members' trade-related bottlenecks, documentation hurdles, and clearance delays to relevant authorities for faster resolution.
7. Policy Tracking i.e. monitor trade policy updates, notifications, circulars issued by DGFT, Customs, and Ministry of Textiles and summarizing actionable insights for leadership and members.
8. Gather primary / secondary trade data to analyze export/import trends, operational bottlenecks, and competitiveness matrices across key product categories.
9. Prepare and submit routine market intelligence notes, regional performance briefs, and monthly activity reports for internal strategy and external dissemination.

The said position is on a fixed term contract basis and is subject to renewal upon satisfactory completion of the contract tenure. Eligible and interested candidates are invited to submit their updated resume with latest photograph, within 15 days from the publication date of this advertisement to – GM (HR), Apparel Export Promotion Council, Apparel House, Institutional Area, Sector 44, Gurugram (Haryana) – 122003 at email ID careers@aepcindia.com

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