



Apparel Export Promotion Council
Apparel House, Sector-44, Institutional Area, Gurgaon-122003

Apparel Export Promotion Council (AEPC) invites applications for the post of **Manager** to look after the work responsibilities of Kolkata Regional office based at Salt Lake City, Kolkata.

As the Council's representative the incumbent will be primarily responsible for facilitating promotion of exports of ready-made garments from the Eastern Region. He/she will assist in implementing export promotion strategies, liaising with key stakeholders, and providing multidimensional support to the Council's members/Ready-Made Garment (RMG) exporters to enhance their competitive advantage and brand positioning.

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

Work Experience: Minimum 6 years of relevant experience. Having working experience with an Association is preferable.

Age limit: Maximum up to 55 years.

Remuneration: As per industry standards.

Other required skills:

- Must be thorough with the MS office
- Possesses very good command over written and oral English language
- Must have very good presentation, relationship management, analytical and liaising skills
- Basic knowledge about the schemes in the foreign trade policy, schemes run by the Dept. of Commerce/DGFT, Customs and the Ministry of Textiles

Key Responsibilities: To participate in developing and implementing strategies to promote and facilitate the growth of RMG exports and other responsibilities include:

1. To increase the membership base and publicize the benefits that AEPC extends to its member exporters.
2. To organize regional level webinars, seminars, round tables on the various trade related matters and making arrangements for various meetings organized in the eastern region by the Head Office.
3. To handle trade grievances and queries of the local exporters related to local customs/port related issues, liaising with DGFT and other government and non-government authorities,
4. To provide trade statistics and potential market information to the exporters for exploring markets/ participation in international trade
5. Participation generation for various international & domestic fairs/seminars/workshops/webinars,
6. To deal with queries of the local exporters on various policies/procedures/schemes.
7. To invite and collect various data/details/trade inputs from the eastern region specific exporters on the scheme/policies rolled out by the State/Centre Governments or as per the requirement of the Head Office or Ministry of Textiles which crops up from time to time

8. To circulate information regarding the initiatives HO takes under knowledge enhancement/capability development and export promotion
9. To visit factories for Industry connect and to attend court cases and preparing summaries, maintaining the regional accounts.
10. To handhold the budding exporters
11. To participate in all the activities advised by the Head Office

The said position is on a fixed term contract basis initially for one year and is subject to renewal on the satisfactory completion of the contract period. Interested and eligible candidates along with their complete resume may apply within 15 days for the date of the release of the advertisement to: GM (HR), Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon-122003 (Haryana). Email id: careers@aepcindia.com.
