

Director / Head / Coordinator - ASSOCHAM Regional Offices at Ranchi and Chandigarh

About the Organisation

ASSOCHAM - an apex industry association, is serving the nation since 1920 by facilitation and creation of favourable policy environment for industry proliferation and market development. In its endeavour for vertical and horizontal expansion ASSOCHAM is looking for creative, self-motivated and forward looking professionals for the following position

Position Overview:

Manage Regional Office on an economic Business Model which include Conceptualisation, planning & implementation, Supervision & Monitoring of events and public policy activities

Responsibilities:

- Serving as Nodal officer for multiple activities undertaken/to be undertaken by the Regional Office
- First Point of Contact to Represent ASSOCHAM in Different Ministries/Department of respective State Governments
- Providing Inputs to Government on Policy Papers & New Ideas on contemporary development issues
- Conceptualisation of New Ideas for holding events on economic business model
- Supervision and Monitoring of the Events and other Professional Activities
- Conceptualisation/Coordination for preparation of Knowledge Paper(s) and Studies on contemporary development issues
- Identification and Nurturing of Talents as future Leaders
- Coordination with Delhi and Other Regional Offices as well as with Chairman and Other office bearers of Regional Committee(s)
- Holding Meetings of the Regional Committee in consultation with the Chairman and Other Office Bearers
- Coordination for meeting Donor Compliances and liaising
- Networking and enrolling new industry members to ASSOCHAM family

Qualification, Skills and Experiences

- Degree / Diploma in Management or any other relevant subject
- Experience of being part of the Interface between Industry and State / Union Government
- Working Experience – 10 Years or more
- Proven managerial and coordination skills
- Experience in Event and Exhibition Management

- Neversay-Die Spirit of Institutional Marketing and Fund Mobilization
- Excellent Communication and Writing skills

If you meet above **Qualification, Skills and Experiences, please** send your resume mentioning

- Name of the post applied for
- Your experience / qualification / skills matching above
- Your current and expected CTC
- Covering Letter explaining relevance between your experiences and skills with job responsibilities