



Dt.: 20th Feb.2019

Apparel Export Promotion Council (AEPC), a company registered under Section 25 of the Indian Companies Act, 1956, is the nodal agency for promotion of ready-made garments from India, urgently requires a candidate at the level of Executive for it's extension Office C/o at Gujarat Chamber & Industries (GCCI), Shri Ambica Mills Building, GCCI, Ashram Road, Ahmedabad-Gujarat as per below details:

Position	Executive- 01 no.
Qualification	Minimum Graduation preferably with Commerce background from any recognized university/ institute
Experience	2-3 years - liasioning work (Readymade Garment Industries' experience will be preferred)
Key Responsibilities	✓To issue C.O (certificate of Origin) / IC (Import Certificate) to exporters ✓To guide and encourage for mobilizing of membership of Council ✓To liaison with Govt. offices, Chamber of Commerce, Hotel or other concerned authorities for organization of event ✓To process note, preparing data for approval
Other Skills	✓Good command over English and local language ✓Good knowledge of MS Office ✓Good at Interpersonal skills ✓Able to organize seminar/ workshop
The said position is on fixed term contract basis and is subject to renewal on the satisfactory completion of the contract period. Interested and eligible candidates along with their complete bio - data may apply within 10 days from the date of release of the advertisement to: GM (HR) , AEPC, Apparel House, Sector-44, Institutional Area, Gurgaon-122003 (Haryana) at email id: careers@aepcindia.com . (www.aepcindia.com)	