



Dt.: 10.07.18

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

Position	Management Trainees (MT) – Fair & Exhibition
Qualification	Master's Degree / PGDM in International Business or Marketing
Experience	<ul style="list-style-type: none"> · Fresher · Maximum 2 years experience · An International Market exposure will be preferred
Key Responsibilities	<ul style="list-style-type: none"> ✓To support in organisation of International & Domestic Fairs/Buyer Seller Meets ✓To liaison with Indian Embassies overseas, foreign missions in India, Chamber of Commerce, Fair authorities, Hotels, PR agencies etc. for organisation of events ✓To assist in generating participation for events/fairs ✓To coordinate with buyers invited under the buyer promotion scheme for domestic event and apparel buying houses for various events ✓To coordinate for travel/stay arrangements for buyers ✓To assist in drafting and preparing tender documents as per the prevailing rules ✓To support in drafting event proposals for seeking financial assistance from respective authorities ✓To conduct Market trend analysis, exploratory delegations for new potential markets ✓Report generation of events/fairs for onward submission to management ✓To make representations highlighting various issues related to Apparel Industry ✓To coordinate with in-house Media Design Cell for various publicity material
Other Skills	<ul style="list-style-type: none"> ✓Possess excellent command over English language ✓Knowledge of French/Spanish/Portuguese language(s) is an added advantage ✓Should be well conversant with computers, mobile applications etc. ✓Must have good presentations and relationship management skills
<p>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</p>	