

Position: Assistant Trade Officer

Company Name: Indian Chemical Council (www.indianchemicalcouncil.com)

Location: Head Office, Fort, Mumbai

Roles and Responsibilities

Basic job role involves collection and analysis of trade related statistics, coordinating with members of Expert Committees of the Council, working on issues w.r.t. regulations, production, policies, procedures by interacting with Members and non-member companies of the Council especially when the notifications have been received from the Government of India. Preparing presentations, activity reports will be other prime responsibility.

Skillsets and Competencies

- Good Presentation and Communications skills
- Good Excel, Word and PowerPoint skills
- Ability to collate and interpret data and information

Qualification & Experience

- Science Graduate/Engineer with 1-2 years of Experience (Chemical Engineer preferred)
- Fresh Post Graduate/MBA (Post Graduate in Operations Management preferred)

Perks and Benefits

- Based on Qualification, Skills and Experience

Candidate should be based in Mumbai