

The Sports Goods Export Promotion Council
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www.sportsgoodsindia.org

The Sports Goods Export Promotion Council (SGEPC), a Government of India sponsored organization is working for the promotion of India's exports of **Sports Goods and Toys**. Founded in 1958, SGEPC represents all the leading manufacturers and exporters of sports goods and toys.

SGEPC's Activities

SGEPC's range of activities include those that spur the industry's performance and also those which helps its members to promote their exports internationally.

SGEPC organizes trade promotion activities like Indian participation in International Trade fairs, Visits of Business Delegations, Promotional campaigns in international markets etc. SGEPC is a vital link between the industry and the Government whereby it provides feedback on industry's requirements to the Indian Government and also informs Government directives to the industry. SGEPC also represents Indian Sports Goods & Toys industry at international forums.

Requirement of Secretary

The Secretary will be responsible for the overall functioning of the council including export promotion, Policy advocacy, accounts, and administration. The candidate should be able to independently handle the work and should formulate strategies, roadmap to increase exports of Sports Goods and Toys.

Requirements:

1. Postgraduate in Commerce / Economics / Management / International Business or other relevant fields from recognized and reputed institute.
2. Minimum 15 to 20 years of experience in the relevant field with proven records and sound knowledge on latest developments both in India and globally.
3. The ideal candidate should demonstrate the ability to independently handle various responsibilities and tasks related to international export promotion, policy advocacy, and administration.
4. Should possess strong analytical skills and be capable of formulating effective strategies and roadmaps to increase exports of Sports Goods and Toys.
5. Thorough knowledge of Foreign Trade Policy, customs matters, and other export-related procedures is essential.
6. Proficiency in written and spoken English is a must, as effective communication with stakeholders is crucial for this role.
7. Candidate should possess proficiency in computer operations, enabling them to efficiently manage and organize digital records and documents related to export promotion activities, policies, and trade data.

8. Be willing to work on diverse assignments, identify policy issues, and prepare recommendations, representations, and discussion papers.
9. Experience in organizing workshops, seminars, international exhibitions, buyer-seller meets, and other trade-related events is highly desirable.
10. Experience in liaising with various Government Departments will be considered an added advantage.

Responsibilities:

1. Develop and implement strategies to enhance the export of Sports Goods and Toys, leveraging market research and industry insights.
2. Identify policy challenges and prepare recommendations, discussion papers, and representations to address trade-related issues.
3. Organize workshops, seminars, international exhibitions, buyer-seller meets, and other events to foster trade opportunities and partnerships.
4. Collaborate with Government, Non-Government, and international agencies to address trade-related, technology, and raw material matters.
5. Ensure adherence to Foreign Trade Policy, customs regulations, and other export-related procedures.
6. Effectively communicate with stakeholders, both internally and externally, to promote the council's objectives and achievements.

Salary:

Rs 1.5 Lakh+ per month

Interested candidates may apply with latest CV at **vacancyepc@gmail.com** mentioning **Application for Secretary** in subject line latest by 06th November 2023.