



**Apparel Export Promotion Council**  
**Apparel House, Sector-44, Institutional Area, Gurgaon-122003**

Apparel Export Promotion Council (AEPC) invites applications for the post of ‘**Regional Office Head-Mumbai**’ based at Nariman Point, Mumbai.

The incumbent will be primarily responsible for facilitating promotion of exports of ready-made garments from Western Region. This involves helping the Council in implementing export promotion strategies, liaising with key stakeholders, and providing multidimensional support to the Council’s members/Ready-Made Garment (RMG) exporters to enhance their competitive advantage and brand positioning.

**Minimum Qualification:** Bachelor’s degree. Preference will be given to the Post Graduate in Business Administration/ Business Finance/Law/e-commerce/ International trade.

**Age limit:** Maximum up to 55 years.

**Remuneration:** As per industry standards.

**Work Experience:** Maximum 10 years’ of experience in handling matters pertaining to Registration cum Membership Certificate (RCMC), generating participation for various international fairs/seminars/workshops/webinars, liaising with Customs, DGFT, Textile Commissioner Office and other government and non-government authorities, dealing with the queries of the local exporters on various policies/procedures/schemes, visiting factories for Industry connect, attending court cases and preparing summaries, maintaining the regional accounts, making arrangements for various meetings organized in their western region. Working experience with an Association will be preferred.

**Other required skills:**

- Must be thorough with the MS office
- Possesses very good command over written and oral English language
- Must have very good presentation, analytical and liaising skills
- Appropriate knowledge of relevant laws, rules and regulations

**Key Responsibilities:** To participate in developing and implementing strategies to promote and facilitate the growth of RMG exports through:

1. To increase the membership base
2. To publicize the benefits that AEPC extends to its member exporters
3. To organize regional level webinars, seminars, round tables on the various trade related matters
4. To handle trade grievances related to local customs/port related issues, DGFT, Textile Commissioner office etc.
5. To provide trade statistics and potential market information to the exporters for exploring markets/ participation in international trade
6. Participation generation for domestic fairs/RBSMs/BSMs etc.
7. To invite and collate trade inputs from their respective regions on the scheme/policies of the State and Centre Governments, rolled out from time to time
8. To circulate information regarding the initiatives HO takes under knowledge enhancement/capability development and export promotion
9. To collect various data/details from the western region specific exporters as per the requirement of the Head Office or Ministry of Textiles which crops up from time to time

10. To handhold the budding exporters
11. To participate in all the activities advised by the Head Office

The said position is on a fixed term contract basis initially for two years and is subject to renewal on the satisfactory completion of the contract period. Interested and eligible candidates along with their complete resume may apply within 15 days for the date of the release of the advertisement to: GM (HR), Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon-122003 (Haryana). Email id: [careers@aepcindia.com](mailto:careers@aepcindia.com).

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