

Name of the Job

Executive – IGCC SustainMarkets

Organisation/Department

The **Indo-German Chamber of Commerce's** (IGCC) overall objective is to strengthen business ties between India and Germany while acting as a business platform and the primary point of contact for Indian and German companies doing business within the respective country. IGCC is a membership organization acting as the official representation of German companies in India and providing services to corporate clients through its Department **'DEinternational'**.

Under its **SustainMarkets chapter**, DEinternational promotes sustainable business practices through activities and services in environmental, social, business and Corporate Social Responsibility (CSR) issues. It supports companies in aligning their business operations with the Sustainable Development Goals (SDG) and acts as a link between international development cooperation the Indo-German economy. SustainMarkets' guiding line is the United Nations' Agenda 2030.

Function/ Target

The Executive will be positioned in the IGCC's SustainMarkets chapter. The candidate will pro-actively support the team in the initiation and implementation of a range of events and projects in the area of sustainability and sustainable business conduct including social, environmental and technical verticals, as well as support with managing the relationships with various stakeholders. This will require good knowledge of the Agenda 2030 and the SDGs and its connection to business.

The Executive is expected to stay updated on relevant sustainability topics and gather market intelligence pro-actively. Knowledge of a specific field of sustainability, e.g. renewable energy, resource management, sustainable supply chains, business and human rights or women empowerment would therefore considered as an asset. The candidate will closely work together with team members from other IGCC departments (e.g. DEinternational, Communications & Social Media, etc.) as well as partner organisations. If need arises, the Executive is required to support the implementation of other projects of IGCC's DEinternational department.

Primary Duties

Project implementation

- Support and realize the organisation of activities, workshops and trainings with a broad range of participants.
- Use analytical skills to research on relevant topics (including social, environmental and technical aspects), industry events, market intelligence and publications and edit content for internal and external communication.
- Identify and support in approaching potential (technical) partner organisations for project realization.

Event management and communications

- Pro-actively and in-close cooperate with the team to manage the realization of various forms of events on sustainability, including liaison with partner organisations, service and venue companies.
- Handle invitation management, prepare the event's communication material and ensure event's logistics.
- Support and manage relations with a range of stakeholders including customers, colleagues and partner organisations by representing IGCC SustainMarkets chapter to enhance the network.

Sustainable business development:

- Display sales skills by successfully promoting SustainMarkets at events identifying new business leads.
- Support the senior staff in developing further services and improving procedures and adjusting concepts.
- Operate with CRM system to document knowledge and activities and follow up accordingly.
- Maintain communication internally with team members as well as externally with stakeholders while managing customer relationships, both with potential clients and IGCC members.

Candidate Profile

- Self-starter, have high attention to detail and professionalism. Must be self-motivated and pro-active as well as eager to learn and develop quickly.
- University qualified (Preferably M.A./M.Sc.) with a business-, sustainability- or technical-related discipline.
- Excellent organizational skills, ability to multitask projects. Preferably proven experience in organising interactive events, drafting content for communication and in project management.
- Detailed knowledge of the Agenda 2030, the SDGs and its indication for the business world as well as specific sustainability topics of national relevance and related policies of the Government of India. Preferably proven experiences in these fields within professional service industry, businesses, think tanks, professional NGOs, etc.
- Strong IT skills, working knowledge of Microsoft Office (Word, Excel, PowerPoint) and readiness to use IGCC's CRM efficiently.
- Excellent command over English both written & verbal is a must, including the ability to communicate effectively, German is a plus.
- Candidate must conduct oneself in an ethical and professional manner.

Reporting Authority/ Supervisor

Senior Manager DEinternational, IGCC Coordinator Sustainability Projects

Substitute

IGCC Coordinator Sustainability Projects

Mumbai 2019

Interested applicants are asked to send resume, cover letter (1 page max.) and salary expectations to Mr. Sebastian Soenksen (sebastian.soenksen@indo-german.com) until 25th September 2019.