**JOB OPENING – REQUISITION FORM**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | BOMBAY CHAMBER OF COMMERCE & INDUSTRY |
| 2. | Nature of Business | Membership based industry association involved with advocacy, training, trade facilitation, legal services, business networking. An organization with 186 years of strong leadership in business and government liaison. |
| 3. | Postal Address | Bombay Chamber of Commerce & Industry  Fourth floor, The Ruby, Senapati Bapat Marg,  Dadar (west), Mumbai 400028. |
| 4. | Tele., E-mail & Website | Email: [pravin.rane@bombaychamber.com](mailto:pravin.rane@bombaychamber.com)  Phone: 9594971479  Website: [www.bombaychamber.com](http://www.bombaychamber.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Mr. Pravin Rane  Joint Director  Bombay Chamber  Mobile 9594971479  [pravin.rane@bombaychamber.com](mailto:pravin.rane@bombaychamber.com) |
| 6. | Vacancy description : | |
| .1 Position including nature of work | Junior and Middle Management position  Advocacy, Business Networking, B2B Business facilitation, Organising training programs and conferences, Representations to the regulatory bodies and Govt agencies |
| .2 Number of vacancies | 1 |
| .3 Approx. monthly compensation & other benefits | As per industry standards |
| .4 Location of Employment | Mumbai – Fort and Dadar |
| .5 Any other details | Required skills:   * excellent communication skills, * highly accountable and aggressive on targets, * flexible to work w.r.t. timelines and workload * Presentation skills, Microsoft Office, G-suite applications, IT savvy |

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