

## **RECRUITMENT OF DEPUTY DIRECTOR**

### **THE INDIAN CHAMBER OF COMMERCE HONG KONG**

The Indian Chamber of Commerce Hong Kong, a leading trade and investment promotion organisation in Hong Kong, is looking for a suitable candidate for the post of **DEPUTY DIRECTOR**.

#### **Qualification**

At least a Degree in Economics or Business. Additional qualifications in trade and investments subjects are an added advantage.

Fluency in and excellent command over both spoken and written English is a must.

Excellent knowledge of evolving global trade and investment situation, including that of China and India.

Capable of introducing technology in the Chamber operations.

The candidate must be able to work in a fast-paced environment and adapt to the changing situation. The job calls for hard work, dedication, tact and ability to interact with international business community, and willing to go beyond the call of duty.

#### **Job Profile:**

Will report to the Executive Director (ED) and assist him in the day to day operation of the Chamber.

Will organise Sub 6 Committees meetings, prepare minutes of the meetings, follow up and implement the decisions taken at the Sub Committees meetings.

Will assist ED

in promoting trade and investment globally

in preparing the Chamber's magazine and circulars

in organising meetings, seminars and talks

in preparing speeches for Chairman and other senior office bearers

in preparing Chamber's views on consultation papers of the HKSAR Government and in preparing position papers on various topics

in devising revenue-generating services to enhance its revenue

in further enhancing the Chamber's profile to increase its membership strength

Will carry out any other work assigned by the ED

Will liaise with the HKSAR Government, PRC Government Departments in the Hong Kong SAR, consulates and local and international chambers

#### **Experience:**

With at least 10 years of experience in a managerial position, handling international trade and investment, preferably in a not-for-profit organisation, but not limited to.

#### **Compensation Package:**

Commensurate with qualification and experience. Perquisites as per Hong Kong law. Please indicate expected salary.

The successful candidate, if found suitable, can aspire to become Executive Director, as the current incumbent will be retiring.

Interested candidates may please send their C Vs soon to [indcham@icchk.org.hk](mailto:indcham@icchk.org.hk), addressed to Chairman, The Indian Chamber of Commerce Hong Kong.