

Confederation of Indian Industry

Executive / Executive Officer

Job Profile Details

Placement Cycle	ARKA JAIN University - Placements 2024-25		
Job Location	Kolkata		
Date of Visit	NA		
Position Type	Full Time		
Expected Hires	NA		
Sector	Administration		
CTC	INR 400000 - 500000		
Category	Level 2 - General		
Description	Job specifications & Key performance Indicators		
		Key performance indicators	
		Providing Secretarial assistance to all Council related activities including drafting of Agenda, minutes, follow ups and higher level maintenance of records	No of new initiatives / projects initiated
	1		No of projects taken to follow ups and higher level maintenance of engagement records
		Networking with industry and Government to develop rapport with a wide cross section of people in industry and Government at appropriate level	No: of events/engagements planned & organized
	2		Sponsorship amount raised
		Research on various issues pertaining to Development of Zone, data assimilation and	No: of activities organized as part of the Zone
	3		No: of reports published
			Feedback

	d a t a b a s e management	from members
		- No of policy reports created
4	To identify opportunities / improvements for policies through direct/indirect interaction with members	- No of key issues identified and communicated to policy makers through state head
		- No of seminars/round tables for dissemination
5	To ensure that the planned activities are organized (Physical/virtual) and the targeted surplus is achieved within the stipulated time.	- Activity Budget/Surplus planned vs achieved
		- No: of participants

For the profile of an Executive
CTC range will be within CTC INR 4 LPA up to CTC INR 5
LPA and Designation .
Desired qualities Academically sound with minimum 65%
throughout , Excellent Communication skill in English and
personable .
With their current skillset and knowledge, it is expected that
the aspirants will be able to express the reason they are
looking up to this of profile at CII ,and, as a fresher inputs
and values they aspire to add if selected .

Open for Courses

- Jain - Arka Jain University Jharkhand

MBA (Semester)

1. Business Administration & Management
2. Finance
3. Human Resources
4. Commerce
5. Finance & Financial Management
6. Marketing
7. Marketing & Sales
8. Marketing & Finance
9. Marketing & Human Resource

Eligibility Criteria

MBA (Semester)

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students
[Y] Female students
[Y] Other Genders

Backlogs

Students with backlog(s) not allowed

Hiring Workflow

Resume shortlisting

No Venue/Time specified

HR interview

No Venue/Time specified

Additional Info

No additional information