



Organization:	Capital Goods Skill Council (CGSC)	Unit :	Head Office Based in Delhi
JOB PURPOSE (why does the position exist, WITH what objectives and WITHIN what limits)			
<p>CGSC has been setup by the industry to promote skills development in the Capital Goods Sector. The prime responsibility is to develop the occupational standards to meet industry requirement. In doing so there is a requirement to affiliated training providers, assessment bodies, carry out assessments and initiate labour market survey. In doing so it is important maintain and analysis the data to facilitate decision making required to achieve the set targets and make informed course corrections.</p> <p>The movement forward to fulfil the CGSC mandate will maintaining and analyzing huge data to strengthen CGSC to serve the industry better.</p>			

1. Accounts Executive

MINIMUM REQUIREMENTS	
Education & Relevant Experience	<ol style="list-style-type: none"> 1. Preferably B.Com Graduate or above with experience of finance and accounts in a firm. 2. Minimum 3-4 years of progressive experience of working in the accounts dept of a company 3. Experience of book keeping, working on Tally software and bank reconciliation 4. Good communication skills and ability to reach out to stakeholders to access data and information. 5. Understanding of mandatory compliances on taxation etc
Competencies	
<u>Technical (Knowledge, Skills, Attitude)</u>	<u>Generic / Managerial</u>
Technical Knowledge & Skills <ul style="list-style-type: none"> • Booking keeping and knowledge of accounting and preparing balance sheets • Filing of online taxes • Preparing utilization certificates • Preparing for Audit • Knowledge of accounting software(s) • Preparation of Form 16 etc • Preparing reconciliation statements Attitude <ul style="list-style-type: none"> • People's person, Active listener and Good communication skills • Creative, Go getter with the ability to meet deadlines and 'get things done' 	<ul style="list-style-type: none"> • Ability to front face with stakeholders as required • Ability to effectively deal with large and small groups. • Ability to deal with different internal as well as external stake holders. • Ability to deal with different Government officials and departments at state level. • Must have demonstrated multi-tasking abilities and be able to work both independently and with a group. • Team Player

2. Executive Assistant

MINIMUM REQUIREMENTS	
Education & Relevant Experience	<ol style="list-style-type: none"> 6. 10+2 / Graduate in any stream. 7. Minimum 2 to 3 years of progressive experience of working in the accounts dept of a company 8. Proficient in MS office, specially managing data in MS Excel. 9. Communication skills and ability to reach out to stakeholders to access data and information. 10. Handling calls and customers
Competencies	



Technical (Knowledge, Skills, Attitude)	Generic / Managerial
<p>Technical Knowledge & Skills</p> <ul style="list-style-type: none"> • Proficient in MS office (MS Word, Excel and Power Point) • Handling of other data base management software packages like SDMS • Assist in generating reports and charts <p>Attitude</p> <ul style="list-style-type: none"> • People's person, Active listener and Good communication skills • Creative, Go getter with the ability to meet deadlines and 'get things done' 	<ul style="list-style-type: none"> • Ability to front face with stakeholders as required • Ability to deal with different internal as well as external stake holders. • Ability to understand instructions and act accordingly • Team Player

3. Manager – Partnerships and Marketing

MINIMUM REQUIREMENTS

Education & Relevant Experience	<ol style="list-style-type: none"> 1. MBA in Marketing, Qualification or Experience in Development of Communication will be an advantage 2. Minimum 4-5 years of progressive experience in marketing and branding 3. Experience in event management from conceptualization to execution leading to generation of interest and revenues 4. People's person with good communication skills and ability to capture information and perspectives 5. Experience in dealing with both national and international agencies 6. Working knowledge of government schemes and the sector will be an advantage
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Competencies

Technical (Knowledge, Skills, Attitude)	Generic / Managerial
<p>Technical Knowledge & Skills</p> <ul style="list-style-type: none"> • Communication & Documentation • Marketing • Event Management • Use of Social Media • Excellent use of IT Skills including knowledge of publishing and printing software's <p>Attitude</p> <ul style="list-style-type: none"> • People's person, Active listener and Good communication skills • Creative, Go getter with the ability to meet deadlines and 'get things done' • Passionate about working with people and impacting the lives of the people at the bottom of pyramid 	<ul style="list-style-type: none"> • Ability to front face with stakeholders as required • Ability to effectively deal with large and small groups. • Ability to deal with different internal as well as external stake holders. • Ability to deal with different Government officials and departments at state level. • Must have demonstrated multi-tasking abilities and be able to work both independently and with a group. • Ability to drive and motivate the co-workers and teams to successfully meet all project deadlines • Team Player