

Job Description

Job Title: Executive Officer

Job Purpose: coordinate and facilitate CII-ITC Sustainability Awards

Location: New Delhi

Job Profile:

CII-ITC Centre of Excellence for Sustainable Development (CESD) works to create and sustain an environment conducive to the growth of business, partnering business and government alike through training, advisory, consulting services and recognition. CESD established CII-ITC Sustainability Awards as it believes that one of the most effective ways of mainstreaming sustainability is to recognize and reward outstanding corporate achievements.

These highly sought-after Awards by the Indian corporate are a part of continued efforts by CESD to create awareness, promote policy and practices, and create capacity to mainstream sustainability practices in Indian industry. The job involves coordination of yearly Award cycle. As a part of these Awards you will be part of the strong brand of CII working with prestigious Indian corporate clients.

Key responsibilities attached with this job include:

- **Process responsibilities**
 - Engage in continuous quality improvements by innovating and delivering product that differentiate us from competition.
 - Update/review/revise Awards application(s) as needed
 - Conduct pre-award review with relevant stakeholders for previous year cycle
 - Market Awards and encourage corporate file-in their nominations
 - Coordinate assessment process
 - Analyze results of desk and site assessment for preparation of Jury meetings
 - Prepare and deliver feedback reports to applicant companies post the Awards
 - Meet financial targets
 - Assist in Awards-related trainings to assessors and corporate
- **Communication**
 - Communicate with applicants and assessors as needed - handling queries, explaining Awards process, complaints, and site visit scheduling

- Work with internal cross-functional teams in media and events
- **Facilitation**
 - Manage related administrative tasks – documentation and raising of purchase requisitions
 - Ensuring timely delivery of schedule through proper planning, scheduling and execution
 - Assist in all areas of Awards where necessary

Skills required

- Excellent communications skills, both verbal and written
- Should be an effective team player
- Ability to work under strict timelines. Self-starter and meticulous
- Ability to manage multiple tasks
- Attention to details

Work Experience: 3 - 4 years in handling and implementing projects

Qualification: PG – any specialization

Interested applicants send resume to swati.pandey@cii.in

Application closes 9 February, 2018.