

**Bombay Chamber of Commerce and Industry**

<b>Department</b>	<b>Expert Committees on:</b> ● <b>Power and Infrastructure</b>
<b>Position Vacant / Designation</b>	1 – Intern
<b>Background</b>	Bombay Chamber connects its stakeholders through the expert committees (based on industry sectors or functions). These committees engage in advocacy, awareness, training and business facilitation services.
<b>Job Description / Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Network with industry experts</li> <li>2) Identify funding/sponsorship opportunities</li> <li>3) Identify B2B opportunities for defined stakeholders</li> <li>4) Assist in organizing conferences, seminars, trainings and virtual exhibitions</li> <li>5) Promote events through social media and other platforms</li> <li>6) Support the team on any other related assignments</li> </ol>
<b>Desired profile of the candidate</b>	excellent communication skills, highly accountable and aggressive on targets flexible to work w.r.t. timelines and workload
<b>Duration of the assignment</b>	Two months – internship
<b>Educational Qualification</b>	<b>Graduate /Post Graduate Degree/Diploma in Marketing/General Management</b>
<b>Desired work experience</b>	<b>Fresher or Min 1-2 years</b>
<b>Age Limit &amp; Gender</b>	Below 30 years
<b>Work Location of Candidate</b>	Work from Home
<b>Additional Qualities / Skills</b>	Presentation skills, Microsoft Office, G-suite applications, IT savvy, Digital marketing and social media

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<b>Department</b>	<b>Expert Committees on:</b> <ul style="list-style-type: none"> <li>● Startup Forum</li> <li>● Private Equity and Venture Capital</li> <li>● Insurance</li> </ul>
<b>Position Vacant / Designation</b>	2 – Interns 1-Management Trainee
<b>Background</b>	Bombay Chamber connects its stakeholders through the expert committees (based on industry sectors or functions). These committees engage in advocacy, awareness, training and business facilitation services.  The Chamber provides handholding support to SMEs and Startups through various activities. .
<b>Job Description / Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Network with industry experts</li> <li>2. Identify or Prepare database of potential funding partners /Identify sponsorship opportunities</li> <li>3. Identify B2B opportunities for defined stakeholders</li> <li>4. Organize committee meetings for all the three verticals</li> <li>5. Assist in organizing conferences, seminars, trainings</li> <li>6. Background research and continuous liaison with stakeholders and government agencies and committee members in order to actively respond to regulatory changes</li> <li>7. Promote events through social media and other platforms</li> <li>8. Support the team on any other related assignments</li> </ol>
<b>Desired profile of the candidate</b>	excellent communication skills, highly accountable and aggressive on targets, flexible to work w.r.t. timelines and workload
<b>Duration of the assignment</b>	Two months for Interns One year for Management Trainee
<b>Educational Qualification</b>	<b>Graduate/Post Graduate Degree/Diploma in Management/ Finance / Marketing / Insurance</b>
<b>Desired work experience</b>	<b>Fresher or Min 1-2 years</b>
<b>Age Limit &amp; Gender</b>	Below 30 years
<b>Work Location of Candidate</b>	For Interns – WFH and Mgmt. Trainee – Dadar/Ballard Estate+WFH
<b>Additional Qualities / Skills</b>	Presentation skills, Microsoft Office, G-suite applications, IT savvy, Digital marketing and social media

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<b>Department</b>	<b>ADB project and International Trade Relations</b>
<b>Position Vacant / Designation</b>	1 – Project Assistant 2- Interns
<b>Background</b>	<p>Bombay Chamber is involved with an international project on “Internationalization of SMEs”, funded by Asian Development Bank. The objective is to promote regional opportunities for investment and trade across Cambodia, Thailand and Vietnam and in India.</p> <p>Bombay Chamber connects its stakeholders through the expert committees (based on industry sectors or functions). Bombay Chamber engages regularly with Diplomatic missions across countries in order to explore opportunities for Commerce &amp; Trade. The Chamber engages in advocacy, business facilitation services, facilitate inbound and outbound trade delegations along with B2B networking.</p>
<b>Job Description / Responsibilities</b>	<p><b>ADB Project</b></p> <ol style="list-style-type: none"> <li>1. Identify SMEs who show potential for internationalizing through starting and/or expanding exports between India and the GMS (Cambodia, Thailand and Vietnam)</li> <li>2. Keep track of industry movements</li> <li>3. Organize training programs, webinars and seminars</li> <li>4. Contribute to marketing the program through website, Social Media</li> <li>5. Support the matching of clients with mentors</li> <li>6. B2B Matchmaking across four countries</li> <li>7. Engage with Diplomatic missions for activities pertaining to International Trade Relations</li> <li>8. Support the team on any other related assignments</li> </ol> <p><b>International Trade Relations</b></p> <ol style="list-style-type: none"> <li>1. Network with Consulates, Trade Centers</li> <li>2. Prepare and update the database of consulates</li> <li>3. Identify potential funding / sponsorship opportunities or identify new projects</li> <li>4. Identify B2B opportunities for defined stakeholders</li> <li>5. Organised meetings , Host the delegations</li> <li>6. Background research and continuous liaison with stakeholders and government agencies in order to actively respond to regulatory changes</li> <li>7. Update the country policies, notifications and relevant policy documents</li> <li>8. Support the team on any other related assignments</li> </ol>
<b>Duration of the assignment</b>	For Project Assistant - One year (subject to extension) For interns – two months
<b>Desired profile of the candidate</b>	excellent communication skills,

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	highly accountable and aggressive on targets, flexible to work as per different country timelines and workload
<b>Educational Qualification</b>	<b>Post Graduate in International Trade / Marketing/General Management</b>
<b>Desired work experience</b>	<b>Freshers or Min 2 years depending on position</b>
<b>Age Limit &amp; Gender</b>	Below 30 years
<b>Work Location of Candidate</b>	Dadar/Ballard Estate + WFH
<b>Salary levels</b>	As per industry norms
<b>Additional Qualities / Skills</b>	Presentation skills, Microsoft Office, G-suite applications, IT savvy, Digital marketing and social media

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<b>Department</b>	<b>Public Health Project</b>
<b>Position Vacant / Designation</b>	1 – Intern
<b>Background</b>	Bombay Chamber has ideated a public health project called ‘Improving Access to Public Health in Mumbai’. The objectives of the project : 1. Propose mechanism to improve access and efficiency in public health facilities within Mumbai 2. Demonstrate a sustainable model of Corporate engagement for improving efficiency of Govt hospitals
<b>Job Description / Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Network with industry experts</li> <li>2. Support the team for creating digital platform to connect stakeholders for supporting public health system</li> <li>3. Run pilot activities in one or two zones in Mumbai which has a few Govt. hospitals and primary healthcare centres</li> <li>4. Identify partners from Pharmaceutical companies, Medical Equipment service Providers, Information Technology service provider, Academic organization, NGO and MCGM for ideation and implementation of the project</li> <li>5. Prepare consortium of the partners</li> <li>6. Identify funding/sponsorship opportunities</li> <li>7. Organise Awareness programs, trainings, research, policy development and advocacy activities</li> <li>8. Promote project/events through social media and other platforms</li> <li>9. Support the team on any other related assignments</li> </ol>
<b>Desired profile of the candidate</b>	excellent communication skills, highly accountable and aggressive on targets, flexible to work w.r.t. timelines and workload
<b>Duration of the assignment</b>	Two months
<b>Educational Qualification</b>	<b>Graduate/Post Graduate in Management/Marketing</b>
<b>Desired work experience</b>	<b>Fresher or Min 1-2 years</b>
<b>Age Limit &amp; Gender</b>	Below 30 years
<b>Work Location of Candidate</b>	Work From Home / Travel within Mumbai if necessary
<b>Additional Qualities / Skills</b>	Presentation skills, Microsoft Office, G-suite applications, IT savvy, Digital marketing and social media