

Guidance Bureau is undergoing a massive evolution in line with technological transformation in the industry. Get real experience of various sectors such as aerospace, defense, renewable energy, electric vehicles, industry 4.0 and the like. Come and join an exciting team to get hands on public policy experience in formulation and implementation!!

Looking for candidates for below positions:

	<p>Manager- Investment Promotion</p>	<p>MBA or equivalent with Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration / Journalism / Mass communications / Engineering / equivalent</p> <p>PLUS</p> <p>Experience of 3 years and above in a front-end role at a corporate firm/ consulting firm/market research firm/ trade association/ chamber/ Embassy/ Investment Promotion Agency in the areas of investment promotion and facilitation, regulatory framework, project management and execution or Ease of Doing Business.</p>
	<p>Personnel Secretary</p>	<p>Bachelor Degree in Arts /Economics /Statistics / Commerce/ Finance/ Computer Science/ Business Administration equivalent with an experience of 4+ years of experience as an "Personnel Secretary" associated with corporate firm, consulting firm, market research firm; reporting directly to senior management.</p>

Job Responsibilities

Manager- Investment Promotion

a) Sector Analysis

- i) Develop sector specific strategies to attract investment in sectors/areas such as Defence, Renewable Energy, Food Processing, Electronics, Industry 4.0

b) Investment promotion

- i) Ensure execution of the investment strategy pertaining to the sectors allocated to him/her.
- ii) Organise and coordinate with stakeholders for meetings, roadshow and presentations.
- iii) Planning, coordinating and execute Mega summit event (end to end management).
- iv) Identify important domestic & international events on the sectors for State participation and planning the participation.

c) Investment Facilitation

- i) Respond to investor queries / provide required information
- ii) Coordinate Single Window activities
- iii) Facilitate the new investors in the sector(s) – act as a relationship manager for key investors.
- iv) Interact with existing investors in the state on a regular basis
- v) Coordination with SIPCOT and other agencies for identification of land parcel for investors / undertaking site visit with the investors.

d) Coordination

- i) Coordinating with various departments of the state and central government on a regular basis
- ii) Coordination with Diplomatic Missions, Trade Bodies/Industrial and sectoral chambers and associations on a regular basis.

- iii) Inbound & Outbound delegations – end to end coordination, facilitations & follow ups.

Personnel Secretary

- i) Provide personalized secretarial and administrative support in a well-organized and timely manner.
- ii) Acting as a first point of contact: dealing with correspondence and phone calls
- iii) Managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- iv) Booking and arranging travel, transport and accommodation
- v) Organizing events and conferences
- vi) Reminding the manager/executive of important tasks and deadlines
- vii) Typing, compiling and preparing reports, presentations and correspondence
- viii) Implementing and maintaining procedures/administrative systems
- ix) Liaising with staff and clients
- x) collating and filing expenses
- xi) miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit, eg completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations).

Other qualifications:

- a) The ideal person for the job will be a proactive problem solver with exceptional communication and writing skills and meticulous attention to detail.
- b) Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- c) Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities

- d) Exceptional interpersonal skills in a friendly and professional demeanor

Add on Skills:

- a) Applicants **shall** possess excellent typing, reading, writing and speaking knowledge of **Tamil and English** languages with strong business communication skills. (Personnel Secretary)
- b) Knowledge of foreign languages (French, Japanese, Korean, Mandarin, German) is preferable. (Manager – IP)

APPLYING PROCESS:

- a) The aspiring candidates may apply through **email only** in **pdf format** shall be mailed to **hr@investtn.in**.
- b) The subject of email shall be "Application for ---**Name of the Post**--- / ---**-Name of the Candidate**"