



# Handloom Export Promotion Council

(Under the aegis of Development Commissioner - Handlooms,  
Ministry of Textiles, and Government of India)

Vacancy Notification No. 1011 dated 26.03.2025

## HEPC INVITES APPLICATIONS FOR THE POST OF SENIOR EXECUTIVE / ASSISTANT DIRECTOR (ADMIN) ON CONTRACT BASIS

Handloom Export Promotion Council (HEPC) has an opening for the post of Senior Executive / Assistant Director (Admin) at its Head Office in Chennai. HEPC, is an autonomous institution under the aegis of Development Commissioner (Handlooms), Ministry of Textiles, and Government of India. HEPC was incorporated in 1965. It is one of the oldest trade promotion councils with offices across country and it is the nodal agency to promote exports of handlooms products from India. It Provide guidance, consultancy and support to handloom exporters. HEPC offers technical assistance and market information to its members and seeks to expand existing markets as well as open new markets for Indian Handlooms which is one of the important export items of India.

### **Job Profile**

#### **Office Management:**

- Maintain an organized office environment by overseeing the management of office supplies, equipment, and general administrative tasks.
- Handle the day-to-day operations of the office, ensuring that it runs efficiently and effectively.

#### **Scheduling and Coordination:**

- Manage calendars, schedule appointments, meetings, and conferences for officers.
- Coordinate travel arrangements, accommodations, and itineraries for officers.
- Prepare meeting agendas, take minutes, and distribute action items as required.
- The candidates should have exposure in handling and utilizing various social media platforms like Facebook, Twitter, and LinkedIn, etc.
- Liaison with state and central governments on issues pertaining to office administration.

#### **Document and Data Management:**

- Organize files, maintain records and documents ensuring all files are up-to-date and accessible.
- Handle confidential and sensitive information with discretion.

#### **Event and Meeting Coordination**

- Plan and organize office events, meetings, and conferences.
- Arrange logistics for events, including venue selection, catering, and materials.

#### **Educational qualification & Experience**

- Bachelor's degree/ Master's degree in business administration, office management, or a related field.
- 10 years of experience in administrative roles. Experience with office equipment and software is preferred.

**Skills and Abilities**

- Strong ability to manage time, prioritize tasks, and keep things organized.
- Excellent written and verbal communication skills.
- Ability to identify and resolve issues effectively.
- Competence in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Candidate should have the knowledge for system maintenance.
- Ability to effectively manage time and meet deadlines.

**Age limit**

Applicant should be minimum of 35 years and maximum of 45 years as on 01.04.2025

**Salary:** Rs. 7 Lakhs per Annum and other prerequisites as per eligibility

**How to Apply:** Interested candidates may send their applications along with updated resume and recent passport size photograph within 15 days from the release of this advertisement to:

**The Executive Director, #34, cathedral Garden Road, Nungambakkam, Chennai-34, Tamilnadu.**

**Or Email at:** [ed@hepcindia.com](mailto:ed@hepcindia.com) / [hepc@hepcindia.com](mailto:hepc@hepcindia.com)