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ASSOCAMERESTERO  
ASSOCIATION OF ITALIAN CHAMBERS  
OF COMMERCE ABROAD

MUMBAI ● NEW DELHI ● KOLKATA ● CHENNAI ● BENGALURU

## Position – Assistant to the membership manager

### IICCI – The Indo-Italian Chamber of Commerce and Industry

The IICCI – Indo-Italian Chamber of Commerce and Industry, is significantly increasing its projects in several sectors, and it's boosting its calendar of branding activities and events promoting Italy in India and India in Italy.

We are therefore looking for talented and motivated people to collaborate with us in the membership department. To know more about the department, please visit <https://www.indiaitaly.com/membership>

### Responsibilities

The appointed person will:

- i. Make the first contact providing information regarding the IICCI membership
- ii. Provide details regarding different membership categories
- iii. Work closely with the Membership Manager to increase the membership base and database
- iv. Assist in fulfilling documentation requirements and archive
- v. Keep weekly track of the progresses

### Essential Requirements:

- i. A good communicator
- ii. Organized, precise and oriented to details
- iii. Familiar with Excel and Word package
- iv. Familiar with digital CRM systems

**Location:** Mumbai, India

### How to apply:

If you would like to be considered for the above role at The Indo Italian Chamber of Commerce & Industry, please send your CV with an introduction letter to [recruitment@indiaitaly.com](mailto:recruitment@indiaitaly.com)