

Job Title: Membership & Events Officer

Location: Greater Noida, UP

Department: Medical Devices Export Promotion Council

Reports To: Executive Director

Job Summary: The Membership & Events Officer will be responsible for managing and growing the organization's membership base and coordinating high-impact events that engage members and stakeholders within the medical devices sector. The officer will develop and execute strategies to enhance member engagement, plan and organize events, and ensure the successful delivery of programs that align with the organization's goals. The officer will also support policy development and conduct research to enhance member engagement and event effectiveness.

Key Responsibilities:

- **Membership Management:**
 - Develop and implement strategies to attract new members and retain existing ones.
 - Manage the membership database, ensuring accurate records and regular communication with members.
 - Analyze member needs and feedback to enhance the value proposition and benefits offered by the organization.
- **Engagement and Outreach:**
 - Design and execute initiatives to increase member engagement, including workshops and networking opportunities.
 - Develop and maintain relationships with members, stakeholders, and industry partners to foster a sense of community and collaboration.
 - Respond to member inquiries, providing timely and accurate information on membership benefits and activities.
- **Event Planning and Coordination:**
 - Plan, organize, and manage events such as exhibitions, conferences, seminars, workshops, and member meetings, both virtual and in-person.
 - Oversee all aspects of event logistics, including venue selection, registration, program development, speaker coordination, and post-event evaluation.
- **Large-Scale Exhibition Management:**
 - Lead the planning and execution of large-scale national and international exhibitions, including coordinating with international stakeholders, exhibitors, and vendors.
 - Manage exhibition logistics, including venue selection, booth design, exhibitor management, and on-site coordination.
 - Ensure compliance with all relevant regulations and standards for international exhibitions.

- **Budget and Reporting:**
 - Prepare and manage event budgets, ensuring cost-effective use of resources.
 - Track and report on membership growth, event attendance, and engagement metrics to measure success and inform future strategies.
- **Marketing and Communications:**
 - Work towards development of campaigns that promote membership and events.
 - Create engaging content for newsletters, social media, and other communication channels to keep members informed and engaged.

Qualifications:

- **Education:** Masters' or Bachelor's degree in Marketing, Communications, Business Administration, Event Management, or a related field.
- **Experience:** Minimum of 8 years of experience in project and / or event management along with knowledge of medical devices or allied sector.
- **Technical Skills:**
 - Knowledge of regulatory standards and practices in the medical devices industry is desirable.
 - Proficiency in Microsoft Office Suite and event management software. Experience with CRM systems is a plus.
- **Skills:**
 - Strong project management and organizational skills, with the ability to handle multiple tasks simultaneously.
 - Excellent communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders.
- **Soft Skills:**
 - Creative and proactive approach to problem-solving and event planning.
 - Detail-oriented with strong analytical skills to evaluate the success of membership, event, and exhibition initiatives.
 - Ability to work independently and collaboratively within a team environment.

Working Conditions:

- Office-based with occasional travel to manufacturing sites and regulatory bodies.
- May require extended hours to meet regulatory deadlines.

Benefits:

- Competitive salary and benefits package (12-14 Lakhs pa)
- Opportunities for professional development and career growth.

Application Process:

Interested candidates should submit a resume, cover letter, and references by **15th November 2024**. Applications can be sent to recruitment.epcmd@gmail.com.