

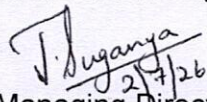
ANNEXURE

Recruitment notification for the post of Business Facilitation Officer

Position	Business Facilitation Officer
Number of positions	4
Location	Coimbatore, Trichy, Madurai, Hosur.
Full time/ part time	Fixed term Contract for three years; Subject to annual renewal based on mutual agreement and performance review
Remuneration	Up to Rs.1,00,000/- per month (as per G.O)
Benefits	<u>Leave Policy</u> - Individuals will be provided one day of leave for each completed month of service. - There shall be no provision for accumulation of leave beyond one year. - Encashment and carry forward also will not be permitted. <u>Other Benefits</u> - Opportunity to work closely with key government and international trade organizations. - Exposure to cross-sectoral trade facilitation and MSME policy ecosystems.
Qualification	Post Graduation (MBA / PGDBA / PGDBM / MMS) with minimum 60% aggregate marks / equivalent CGPA.
Age limit	Candidate should not have crossed 35 years of age on the date of issue of this notification.
Minimum Experience	At least 5 to 7 years of relevant experience in: - Trade facilitation, Export Promotion. - Working with government agencies, industry bodies (DGFT), or international trade (e.g., FIEO, DGFT), or international Trade Commissions - Business consulting, MSME development, economic development roles.
Skills	Strong understanding of MSME ecosystems, challenges, and government schemes.

	• Familiarity with international trade practices, export-import policies, and buyer-seller networking platforms. • Strong written and verbal communication skills in English and Tamil. • Ability to liaise with stakeholders including government officials, trade commissioners, industry chambers, and MSMEs. • Proficiency in MS Office, data analysis, and report preparation. • Understanding of GeM, ONDC, and other e-commerce platforms.
Broad job description	• Front Desk: The Business Facilitation Officers (BFOs) will primarily receive walk-ins, record their entry, provide level one services (basic SOP driven responses), seek customer feedback from customers, and ensure that the waiting time of visitors is well managed, etc. • Export Facilitation: Facilitation of clearances, approvals, understanding products and services which are permitted under different foreign trade agreements, clauses pertaining to the same, and interfacing with agencies such as Director General of Foreign Trade (DGFT), Federation of Indian Export Organization (FIEO) and other Export-related bodies, etc.

Note: Age, Experience, skills, qualifications can be relaxed if the candidate is particularly suitable for the said post, as per the discretion of the selection Authority.


For Managing Director

FaMeTN

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21/7/26