

The Alumni Association, IIT Kanpur, is inviting applications with CVs for the Noida/NCR office. Eligible and interested candidates are requested to submit their CVs to babita@iitkalumni.org by January 24, 2024.

Events Coordinator

We are seeking a competent and driven Events Coordinator to skilfully organize remarkable and memorable events. The ideal candidate will be in charge of all aspects of event preparations, including venue selection, menu approval, seating plan development, and subsequent evaluation of success. As an Event Coordinator, having excellent organizational skills and profound knowledge of vendor management is crucial.

Duties and Responsibilities:

1. Identify the client's requirements and expectations for each event.
2. Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure order.
3. Manage all event set-up, break-down, and post-event processes.
4. Maintain and adhere to event budgets.
5. Arrange venues, entertainers, photographers, and speaker schedules.
6. Perform final inspections on the day of the event to ensure everything adheres to the client's standards.
7. Evaluate an event's overall success and compile a detailed report.

Required Skills and Abilities:

1. Exceptionally organized with the capacity to multitask effectively.
2. Competent vendor management skills.
3. Excellent communication and interpersonal skills.

Education and Experience:

1. A Bachelor's degree in hospitality management or public relations is preferred.
2. Proven experience (minimum 3 years) in an Event Coordinator role, demonstrating the effective organization of diverse events.