	Coordinator/ SME	Executive Assistant	Team Leader/Specialist
Accounts	Graduate in B.Com with 2 years	Graduate/Post Graduate in	Graduate/Post Graduate in Accounts with 3
	of working experience in the	Accounts with 3 to 5 or more	to 5 or more years of working experience
	Accounts Section	years of working experience in	in the Accounts Section
	 Must have knowledge of 	the Accounts Section	Must have knowledge of accounting till
	accounting procedures, taxation	 Must have knowledge of 	finalization and taxation
	 Should be well versed with tally 	accounting till finalization and	• Should be well versed with tally software.
	software.	taxation Should be well versed with tally software. 	

Executive Subject Matter Expert/Coordinator Teal Loader/Specialist Cor Minimum 12th Pass Graduate // 12 year of working experience in the Events and hospitality or any other Industry. Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Graduate // 12 year of working experience in the Events and paper any other requirements Job Profile:- / 12 year of the Events and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12 year of the Event and paper any other requirements Job Profile:- / 12	ultant/A
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At ease in a multi-cultural environment	
Degrees in Hospitality or Event Management shall	
be preferred	
Ensuring the operations at the front desk are	
running smoothly and should know to tackle any	
shortcomings at Help Desk	
Must have experience of working in similar	
environments as IFFI or any other major size event	

Analyst <u>5 years or more</u> <u>t Management or</u> erience in handling events

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	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Ana
(Admin) Air Travel	Minimum 12th Pass Job Profile:- Responsible for entering data into different computer databases, manage and maintain effective record keeping, collecting and managing data to be entered into the computer Skill Required:- • Well versed with MS Excel & MS Word & basic typing and computer skills • Brief Knowledge of Air ticketing • Strong written and verbal communication, interpersonal and listening skills. • Ability to multitask effectively • Comfortable working independently with minimal supervision • Flexible with shift timings	Graduate with 1/2 year of working experience in the Events and Hospitality or any other Industry relevant to IFFI Job Profile:- Responsible for coordinating with guests, providing best travel itineraries, answer customer questions, coordinating with Travel Agency for Air Ticket bookings, mailing tickets to guests. Skill Required:- • Customer service skills. • Strong written and verbal communication, interpersonal and listening skills. • Well versed with MS Excel & MS Word & basic typing and computer skills • Customer service skills, patience and tact • Knowledge of Air ticketing • Excellent organizational and multi- tasking abilities • Comfortable working independently with minimal supervision • Flexible with shift timings	Graduate/Post Graduate with 3/4 years of working experience in the Events and Hospitality Industry in a similar position. Degrees in Hospitality or Event Management /Previous IFFI Experience working preferred Job Profile:- Oversee day-to-day team functioning to ensure efficient and smooth operations, Motivate and develop team to ensure smooth functioning Resolve guest issues, complaints, problems in an efficient manner, Prepare MIS Report, Coordinate between stakeholders for smooth functioning plans, organizes, directs and controls the operations of travel-related Skill Required:- • A responsible attitude • Decision-making abilities • Active listening, empathy and the ability to resolve customer issues • Ability to prioritize work • Good guest interaction skills. • Time management, Customer service skills, patience and tact • Ability to motivate and empower team and to delegate effectively and appropriately and the ability to work as part of a team • Strong communication, interpersonal and listening skills. • Must have knowledge of relevant tools (e.g. Microsoft Office products) • Excellent organizational and multi-tasking abilities and the ability to cope with pressure and challenges • Enthusiastic, Spontaneous and empathic • A high level of personal maturity is vital for this position • Good visual memory • Flexible with shift timings • At ease in a multi-cultural environment • Degrees in Hospitality or Event Management shall be preferred • Ensuring the operations at the front desk are running smoothly and should know to tackle any shortcomings at Help Desk • Must have experience of working in similar environments as IFFI or any other major size event	Graduate/Post Graduates with Experience in the field of Eve Consultancy. Should have experie individually Skill Required • Critical Thinki • Judgment and Decisi • Complex Problem • Systems Evalua • Coordinatio • Management of Personr • Operations Ana • Dependabili • excellent communica • diplomacy and • innovation and energy with a du • commitment to people r • sound judgement with atta • competent IT s • strong organisation • resilience to cope with long hours times; • a genuine interest i

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ith 5 years or more ent Management or ence in handling events

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- l tact;
- desire to drive others;
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(Admin) Team their hote! Uversee day-to-day team functioning to narware efficient and smooth operations, Molivate and working increasing skills. :Complex Problem Solving 'Systems Evaluation				Job Profile:-	
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Must have experience of working in similar					

			Team Leader/Specialist
Anchors			Graduate/Post Graduates with more than 2 years Experies field of Anchoring. Command over foreign languages will preference. Skill Required :- • Critical Thinking • Judgment and Decision Making • Problem Solving • Coordination • Dependability • excellent verbal communication skills; • diplomacy and tact; • sound judgement with attention to detail; • Exceptional command over the Spoken Language of Hindi, Konkani and English • resilience to cope with long hours and pressure at peak time
	Executive	Coordinator/SME	Team Leader/Specialist
Presentation	 Minimum 12th Pass Good guest interaction skills. Flexible with shift timings Good listening skills. Sound decision making. Good interpersonal and communication skills. 	Minimum 12th Std Pass with 1/2 year of working experience in organizing Events / Festivals or any other Industry relevant to IFFI • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	Graduate/Post Graduate with more than 2 years of workin experience in organizing Events/Festivals . Experience in Section/Previous IFFI Experience working preferred • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.

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	Executive	Coordinator/SME	Team Leader/Specialist	Co
	Minimum 12th Pass	Minimum 12th Std Pass	Graduate/Post Graduate with 3/4 years of	Graduate/Post C
	 Good guest interaction 	with 1/2 year of	working experience in organizing	working experie
	skills.	working experience in	Events/Festivals . Degrees in Event	Events/Festivals
	•Flexible with shift timings	organizing Events /	Management /Previous IFFI Experience	Management /P
	Good listening skills.	Festivals or any other	working preferred	working preferr
	• Sound decision making.	Industry relevant to IFF	Critical Thinking	Critical Thinking
	 Good interpersonal and 	 Good guest interaction 	 Judgment and Decision Making 	 Judgment and I
	communication skills.	skills.	Complex Problem Solving	 Complex Proble
		Flexible with shift	Systems Evaluation	 Systems Evaluation
		timings	Coordination	Coordination
		Good listening skills.	 Management of Personnel Resources 	 Management of
EVENTS		• Sound decision making.	Operations Analysis	 Operations Ana
		• Good interpersonal and		 Dependability
		communication skills.	 excellent communication skills; 	 excellent comm
			• innovation and energy with a desire to drive	 innovation and
			others;	others;
			 commitment to people management; 	• commitment to
			 sound judgement with attention to detail; 	 sound judgeme
			 strong organisational skills 	 strong organisa

Consultant/Analyst Graduate with 5 years or more ience in organizing als . Degrees in Event Previous IFFI Experience rred ing d Decision Making olem Solving uation of Personnel Resources nalysis munication skills; d energy with a desire to drive o people management; nent with attention to detail; sational skills

	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
	Minimum 12th Std Pass	Graduate/Post Graduate / Bachelor of Fine	Graduate/Post Graduate / Bachelor of Fine
	with 2 years of working	Arts with 3/4 years of working experience	Arts with 5 or more years of working
	experience in the	in the designing and DTP.	experience in the designing and DTP.
	designing and DTP	 Should be Creatinve and understand the 	 Should be Creatinve and understand the
	 Must have knowledge of 	concept of Advertising ,brand management	concept of Advertising ,brand management and
	relevant tools and Software	and visual communication Concepts.	visual communication Concepts.
	pertaining to the	 Must have knowledge of relevant tools and 	 Must have knowledge of relevant tools and
	designingSuch as Corel	Software pertaining to the designingSuch as	Software pertaining to the designingSuch as
	Draw, Photoshop,	Corel Draw, Photoshop, Pagemaker etc.	Corel Draw, Photoshop, Pagemaker etc.
Orenhie	Pagemaker etc.	•Flexible with shift timings	•Flexible with shift timings
Graphic	•Flexible with shift timings	• Must have worked in similar environments as	 Must have worked in similar environments as
Designer	 Must have worked in 	IFFI or any other major size event	IFFI or any other major size event
	similar environments as IFFI	 Should be fluent with copy writting and 	• Should be fluent with copy writting and concept
	or any other major size	concept designing	designing • Should carry the
	event	 Should carry the portfolio of work executed 	portfolio of work executed
	 Should have fluency over 		
	copy writting • Should		
	carry the portfolio of work		
	executed		

	Executive	Coordinator/SME	Team Leader/ Specialist /Executive Assistant	Consultant/Analyst
	Minimum 12th Pass	Graduate with 1/2 year of working	Graduate/Post Graduate (Post Graduation/ Courses in Admin / HR is	Graduate/Post Graduate (Post Graduation/ Courses
	 Good guest 	experience in Admin and HR. Courses in	prefered) with 3/4 years of working experience in the relevant field of	in Admin / HR is prefered) with 5 years or more of
	interaction skills.	Admin / HR are prefered.	Admin / HR. Experience in Event management prefered. Experience in	working experience in the relevant field of Admin /
	•Flexible with shift	 Must have knowledge of relevant tools 	handling various aspects of HR / Admin Department is prefered (e.g.	HR. Experience in Event management prefered.
	timings	and Software pertaining to Admin and HR	Recruitment and onboarding, Employee Engagement, Payroll	Experience in handling various aspects of HR / Admin
	• Good listening skills.	(Microsoft Office) • Good guest	management, Training and development, Security, Housekeeping &	Department is prefered (e.g. Recruitment and
	 Sound decision 	interaction skills.	Safety management, Performance Evaluation etc.)	onboarding, Employee Engagement, Payroll
	making.	 Flexible with shift timings 	Good guest interaction skills.	management, Training and development, Security,
		 Good listening skills. 	• Must have knowledge of relevant tools and Software pertaining to	Housekeeping & Safety management, Performance
	and communication	 Sound decision making. 	Admin and HR (e.g. Microsoft Office)	Evaluation etc.)
	skills.	 Good interpersonal and communication 	Good analytical skills.	 Good guest interaction skills.
		skills.	Flexible with shift timings	 Must have knowledge of relevant tools and
		 Must have worked in relevant field 	Good listening skills.	Software pertaining to Admin and HR (e.g. Microsoft
		 Should have fluency over copy writting 	Sound decision making.	Office) • Good
		Good command over English (Written and	Good interpersonal and communication skills.	analytical skills.
		Communication.) Knowledge of HIndi,	Good command over English (Written and Communication.)	• Flexible with shift timings
		Konkani and Marathi is prefered.	Knowledge of HIndi, Konkani and Marathi is prefered.	 Good listening skills.
			Good Leadership/People management Skills.	 Sound decision making.
			Executive Assistant	Good interpersonal and communication skills.
			Graduate/Post Graduate (Post Graduation/ Courses in Admin / HR is	 Good command over English (Written and
			prefered) with 3/4 years of working experience in the relevant field of	Communication.) Knowledge of HIndi, Konkani and
HR			Admin / HR. Experience in Event management prefered. Experience in	Marathi is prefered.
			handling various aspects of HR / Admin	 Good Leadership/People management Skills.
			Job description	
			Manage scheduling for company executive(s)	
			Draft, review and send communications on behalf of company	
			executive(s)	
			Organize and prepare for meetings, including gathering documents	
			and attending to logistics of meetings	
			Answer and respond to phone calls, communicate messages and	
			information to the executive	
			Prioritize emails and respond when necessary	
			Coordinate travel arrangements	
			Maintain various records and documents for company executive(s)	
			Required Skills	
			Excellent written and verbal communication skills	
			Time-management skills	
			Ability to pay attention to detail	
			Organization skills	
			Ability to multitask	
			Basic understanding of frequently used computer software and	
			programs, such as Microsoft Office	
			Interpersonal skills	

	Executive	Coordinator/SME	Team Leader/Specialist
	Minimum 12th Pass	Minimum 12th Std Pass	Graduate/Post Graduate with more then 2 years of work
	 Good guest interaction 	with 1/2 year of working	experience in organizing Events/Festivals . Degrees in E
	skills.	experience in organizing	Management /Previous IFFI Experience working preferre
	•Flexible with shift timings	Events / Festivals or any	 Good guest interaction skills.
	 Good listening skills. 	other Industry relevant to	Flexible with shift timings
	 Sound decision making. 	IFFI	Good listening skills.
	 Good interpersonal and 	• Good guest interaction	Sound decision making.
Invitation Cell	communication skills.	skills.	 Good interpersonal and communication skills.
		• Flexible with shift timings	Good Leadership/People management Skills.
		• Good listening skills.	
		• Sound decision making.	
		• Good interpersonal and	
		communication skills.	



	Executive	Coordinator/SME	Team Leader/Specialist	
IT - Delegate Registration	Minimum 12th Pass •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	Minimum 12th Pass with working experience in the Events and Festivals. Experience in IFFI festival and knowledge of Starbase / Datakaal preferred (more then 2 events/IFFI) •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management	Minimum 12th Pass with working experience in the Events and Festivals. Experience in IFFI festival and knowledge of Starbase / Datakaal (more then 3 events/IFFI) preferred. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management	
IT - Ticketing Section	Minimum 12th Pass •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Box Office Ticketing	Minimum 12th Pass with working experience in the Events and Festivals. Experience in IFFI festival and knowledge of Starbase / Datakaal preferred Ticketing Module (more then 2 events/IFFI) •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management • Box Office Ticketing	Minimum 12th Pass with working experience in the Events and Festivals. Experience in IFFI festival and knowledge of Starbase / Datakaal in Ticketing Module (more then 3 events/IFFI) preferred. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management • Box Office Ticketing	
	Executive	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
IT	Minimum 12th Pass. 6 Months Experience in relevant field. IT / Networking Course Certificate. •Hardware and Networking Knowledge •Flexible with shift timings • Should be able to execute the field work efficiently. • Good listening skills.Sound decision making. • Good interpersonal and communication skills.	Minimum 12th Pass with 1 year experience in relevant field. IT / Networking Course Certificate. Experience in IFFI festival and knowledge of Starbase / Datakal preferred •Hardware and Networking Knowledge •Flexible with shift timings • Should be able to execute the field work efficiently. • Good listening skills.Sound decision making. • Good interpersonal , communication skills and People management.	Degree / Diploma in Computer Sciece or IT or quivalent with 2/3 years working experience in the Networking/Hardware Maintenance. Experience in handling Network in festival and Events with knowledge of Starbase / Datakal preferred. •Hardware and Networking Knowledge •Flexible with shift timings • Should be able to execute the field work efficiently. • Good listening skills.Sound decision making. • Good interpersonal , communication skills and People management.	Graduate/Post Graduate with 4 years or more Experience in the field of IT Section Event Management or Consultancy. Skill Required :- •Hardware and Networking Knowledge •Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • innovation and energy with a desire to drive others; • sound judgement with attention to detail; • strong organisational skills; • resilience to cope with long hours and pressure at peak times

	Executive	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
	Minimum 12th Pass	Minimum 12th Std Pass with	Graduate/Post Graduate with 3/4	Graduate/Post Graduates
	 Good guest interaction 	1/2 year of working experience	years of working in the field of	with more than 5 years
	skills.	in organizing Events in the field	marketing/PR	Experience in the field of
	•Flexible with shift timings	<u>of marketing/PR / Festivals or</u>	 Good Writting skills. 	marketing/PR
	Good listening skills.	any other Industry relevant to	 Flexible with shift timings 	 Good Writting skills.
	-	IFFI	 Good listening skills. 	 Flexible with shift timings
	• Good interpersonal and	 Good guest interaction skills. 	 Good guest interaction skills. 	 Good listening skills.
	communication skills.	 Flexible with shift timings 	 Sound decision making. 	 Good guest interaction skills.
Marketing &		 Good listening skills. 	 Good interpersonal and 	 Sound decision making.
PR		 Sound decision making. 		 Good interpersonal and
		 Good interpersonal and 	Good Leadership/People	communication skills.
		communication skills.	management Skills.	Good Leadership/People
				management Skills.

	Executive	SME/Coordinator	Team Leader/Specialist	
	Minimum 12th Pass	Graduate/Post Graduate	Graduate/Post Graduate with 3/4 years of	Graduate/F
	 Good guest interaction 	with 1/2 years of working	working experience in Literature writing.	more years
	skills.	experience in Literature	Experience in managing a news letter or	Literature v
	•Flexible with shift timings	writting. Previous working	news general. Previous working experience	managing
	 Good listening skills. 	experience in IFFI	in IFFI preferred	general. Pr
	• Sound decision making.	preferred	Good Writting skills.	in IFFI pre
	 Good interpersonal and 	Good Writting skills.	Flexible with shift timings	Good Writ
	communication skills.	• Flexible with shift timings	Good listening skills.	• Flexible w
		Good listening skills.	 Sound decision making. 	Good liste
Peocock /		 Sound decision making. 	• Good interpersonal and communication skills.	• Sound dee
IFFI Guide Team		 Good interpersonal and 	• Good Leadership/People management Skills.	• Good inte
		communication skills.		skills.
		Good Leadership/People		• Good Lea
		management Skills.		Skills.

Consultant/Analyst /Post Graduate with 5 years or rs of working experience in a writing. Experience in g a news letter or news Previous working experience referred ritting skills. with shift timings tening skills. ecision making. erpersonal and communication eadership/People management

	Executive	Coordinator/SME	Team Leader/Specialist	
	Minimum 12th Pass or	 Graduate with 1/2 year working 	Graduate with 3/4 year	Grad
	equivalent	experience in the Events/Festivals	working experience in the	more
	•Flexible with shift timings	will be given preference.	Events/Festivals will be given	Events
	 Good interpersonal and 	•Flexible with shift timings	preference.	prefer
	communication skills.	 Good listening skills. 	•Flexible with shift timings	•Flexib
	 Familiar with Instagram, 	 Strong verbal & written 	 Good listening skills. 	• Good
	Facebook, Twitter and Google	communication skills (English)	 Strong verbal & written 	• Stron
	Drive & Docs	• Strong research skills, with an ability	communication skills (English)	(Englis
	 Conversant in online 	to retrieve and present information	• Strong research skills, with an	• Stror
Social Media	communication to respond to	efficiently	ability to retrieve and present	retriev
	social media activities quickly	 Ability to monitor and coordinate 	information efficiently	• Abilit
	 Well versed with Content 	with team mates, bloggers &	 Ability to monitor and 	mates,
	writting and Profency over the	influencers	coordinate with team mates,	• Expe
	languages	• Experience in building social media	bloggers & influencers	comm
	(English/Hindi/Konkani/Marathi)	communities	• Experience in building social	• Good
		 Good copywriting skills to craft 	media communities	conter
		quality content throughout the festival.	• Good copywriting skills to craft	
			quality content throughout the	
			festival.	

Consultant/Analyst

aduate/Post Graduate with 5 years or e working experience in the the field of hts/Festivals/Consultancy will be given

erence.

- tible with shift timings
- od listening skills.
- ong verbal & written communication skills lish)
- ong research skills, with an ability to
- eve and present information efficiently
- lity to monitor and coordinate with team s, bloggers & influencers
- perience in building social media munities
- od copywriting skills to craft quality ent throughout the festival.

	Executive	Film Cordinator	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
Technical	<u>Minimum 12th Pass</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	Minimum 12th Pass with 2 years of field experience in the Film Production /Coordination •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • On field experience in Film Production related activities (minimum 2 years exprience) • Basic understanding of frequently used computer software and programs, such as MS Office	ITI certified Electrician with 1 year of working experience in the relevant field •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management.	Degree/Diploma in Electrical/ Mechanical from recongnized university with 3 years of working experience in relevant field (Events experience preferred) •Flexible with shift timings • Must have worked in • Sound decision making. • Good interpersonal , communication skills and People management.	Graduate/Post Graduate with 5 years or more Experience in the field of Techncial Section Event Management or Consultancy. Skill Required :- • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • innovation and energy with a desire to drive others; • sound judgement with attention to detail; • competent IT skills; • strong organisational skills; • resilience to cope with long hours and pressure at peak times
Technical	Minimum 12th Pass •Flexible with shift timings excellent customer care and communication skills • sales skills • organisational and time management skills • administrative and IT skills • basic maths and cash handling skills		ITI certified Plumber with 1 year of working experience in the relevant field •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management.	Degree/Diploma in Civil from recongnized university with 3 years of working experience relevant field (Events experience preferred) •Flexible with shift timings • Must have worked in • Sound decision making. • Good interpersonal , communication skills and People management.	Graduate/Post Graduate with 5 years or more Experience in the field of Techncial Section Event Management or Consultancy. Skill Required :- • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • innovation and energy with a desire to drive others; • sound judgement with attention to detail; • competent IT skills; • strong organisational skills; • resilience to cope with long hours and pressure at peak times;

	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Analyst
	Minimum 12th Pass	Graduate with 1/2 year of	Graduate/Post Graduate with 3/4 years of working experience in the	Graduate/Post Graduates with 5 years
		working experience in the Events	Events and Hospitality Industry in a similar position. Degrees in	or more Experience in the field of Eve
	Job Profile:-	and Hospitality or any other	Hospitality or Event Management /Previous IFFI Experience working	Management or Consultancy. Should
	Coordinating Vehicle	Industry relevant to IFFI	preferred	have experience in handling events
	movement at all Festival		<u></u>	individually
	venues avoiding any	Job Profile:-		<u></u>
	inconvenience to guest		Job Profile:-	Job Profile:-
		Coordination with Hotel Help Desk	Oversee day-to-day Transport Team functioning to ensure efficient and	Providing expert advice, help with effect
	Skill Required:-	team and other teams placed	smooth operations, Motivate and develop team to ensure smooth	strategies and solutions; ensure
		different venues for better guest	functioning, Resolve guest issues, complaints, problems in an efficient	successful planning and execution,
	Guest Management at	logistical support and vehicle	manner, manage driver, verify and certify log books and Prepare MIS	managing/overseeing particular tasks
	Hotel Transpoet desk	movement, coordination with	Report, Coordinate between stakeholders for smooth functioning	related planning process.
	-	drivers, review driver logs		
	patience and tact			Skill Required:-
	• Strong communication,		Skill Required :-	 Higher-level strategic planning & Critic
		Skill Required :-	• A responsible attitude	Thinking
	listening skills.	Skill Required	Decision-making abilities	 Leadership and Problem-solving skills
	Computer literacy	 Good guest interaction skills. 	 Active listening, empathy and the ability to resolve customer issues 	 Strong communication, interpersonal a
		Customer service skills, patience	Active insteming, emparity and the ability to resolve customer issues Active insteming, emparity and the ability to resolve customer issues	listening skills.
	and multi-tasking abilities	• Customer service skills, patience		Judgment and Decision Making
	• Flexible with shift		Good guest interaction skills. Time management. Customer convise skills, notioned and test	Complex Problem Solving and time
	timings	• Strong communication,	• Time management, Customer service skills, patience and tact	
(Admin)	lannings	interpersonal and listening skills.	Ability to motivate and empower team and to delegate effectively and	 management Systems Evaluation, Creativity and
ransport		Computer literacy	appropriately and the ability to work as part of a team	Innovation
ransport		• Excellent organizational and multi-	• Strong communication, interpersonal and listening skills.	Dependability and ability to multitask,
		tasking abilities	• Must have knowledge of relevant tools (e.g. Microsoft Office products)	• The ability to cope with pressure,
		• Flexible with shift timings	• Excellent organizational and multi-tasking abilities and the ability to cope	challenges
		• Must have knowledge of relevant tools (e.g. Microsoft Office products)	with pressure and challenges	 Problem-solving and strategic planning
		Must have experience of working	• Enthusiastic, Spontaneous and empathic	ability.
		in similar environments as IFFI or	• A high level of personal maturity is vital for this position	 Management & Operations Consulting
			Good visual memory	Skills
		any other major size event Should be fluent with the local 	 Flexible with shift timings At ease in a multi-cultural environment 	Management of Personnel Resources
		area/ hospitality assets relevant to		 Operations Analysis and Analytical Sk
		IFFI	 Degrees in Hospitality or Event Management shall be preferred Ensuring the operations at the front desk are running smoothly and 	Diplomacy and tact Skills
				Specialized knowledge and expertise
			should know to tackle any shortcomings at Help Desk	required to perform specific tasks and u
			• Must have experience of working in similar environments as IFFI or any	specific tools and programs in real work
			other major size event	situations
				 Resilience to cope with long hours and
				pressure at peak times;Must have experience of working in
				similar environments as IFFI or any oth
				1
				major size event
				Competent IT skills; Positioned to conduct with long hours and
				Resilience to cope with long hours and processing at peak times:
				pressure at peak times;

	Executive	Coordinator/SME	Team Leader/Specialist
Ushering	 Minimum 12th Pass Good guest interaction skills. Flexible with shift timings Good listening skills. Sound decision making. Good interpersonal and communication skills. 	Minimum 12th Std Pass with 1/2 year of working experience in organizing Events / Festivals or any other Industry relevant to IFFI • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	Graduate/Post Graduate with more then 2 years of workin experience in organizing Events/Festivals . Experience in Section/Previous IFFI Experience working preferred • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.
Help Desk	 Minimum 12th Pass Good guest interaction skills. Flexible with shift timings Good listening skills. Sound decision making. Good interpersonal and communication skills. 	Minimum 12th Std Pass with 1/2 year of working experience in organizing Events / Festivals or any other Industry relevant to IFFI • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	Graduate/Post Graduate with 2 years of working experien organizing Events/Festivals . Experience in Ushering Section/Previous IFFI Experience working preferred • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.

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