

Section	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Analyst
(ADMIN) HOTELS	<u>Minimum 12th Pass</u> Job Profile:- Greeting guests in an efficient manner, Responding to all the queries, help with check-in/out procedure and coordinating with guests for any other requirements Skill Required :- • Guest Management at Hotel desk • Customer service skills, patience and tact • Strong communication, interpersonal and listening skills. • Computer literacy • Excellent organizational and multi-tasking abilities • Flexible with shift timings	<u>Graduate with 1/2 year of working experience in the Events and Hospitality or any other Industry relevant to IFFI</u> Job Profile:- Responding to all the guest queries, Coordination with Transport team for better guest logistical support, ensuring smooth guest movement, Skill Required :- • Good guest interaction skills. • Customer service skills, patience and tact • Strong communication, interpersonal and listening skills. • Computer literacy • Excellent organizational and multi-tasking abilities • Flexible with shift timings • Must have knowledge of relevant tools (e.g. Microsoft Office products) • Must have experience of working in similar environments as IFFI or any other major size event • Should be fluent with the local area/ hospitality assets relevant to IFFI	<u>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</u> 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 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	<u>Graduate/Post Graduates with 5 years or more Experience in the field of Event Management or Consultancy. Should have experience in handling events individually</u> Job Profile:- Providing expert advice, help with effective strategies and solutions; ensure successful planning and execution, managing/overseeing particular tasks related planning process. Skill Required :- • Higher-level strategic planning & Critical Thinking • Leadership and Problem-solving skills • Strong communication, interpersonal and listening skills. • Judgment and Decision Making • Complex Problem Solving and time management • Systems Evaluation, Creativity and Innovation • Dependability and ability to multitask, • The ability to cope with pressure, challenges • Problem-solving and strategic planning ability. • Management & Operations Consulting Skills • Management of Personnel Resources • Operations Analysis and Analytical Skills • diplomacy and tact Skills • specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations • Resilience to cope with long hours and pressure at peak times; • Must have experience of working in similar environments as IFFI or any other major size event • competent IT skills; • resilience to cope with long hours and pressure at peak times; • a genuine interest in travel.

Section	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Analyst
(ADMIN) TRANSPORT	<u>Minimum 12th Pass</u> Job Profile:- - Coordinating Vehicle movement at all Festival venues avoiding any inconvenience to guest Skill Required:- - Guest Management at Hotel Transport desk - Customer service skills, patience and tact - Strong communication, interpersonal and listening skills. - Computer literacy - Excellent organizational and multi-tasking abilities - Flexible with shift timings	<u>Graduate with 1/2 year of working experience in the Events and Hospitality or any other Industry relevant to IFFI</u> Job Profile:- Coordination with Hotel Help Desk team and other teams placed different venues for better guest logistical support and vehicle movement, coordination with drivers, review driver logs Skill Required :- - Good guest interaction skills. - Customer service skills, patience and tact - Strong communication, interpersonal and listening skills. - Computer literacy - Excellent organizational and multi-tasking abilities - Flexible with shift timings - Must have knowledge of relevant tools (e.g. Microsoft Office products) - Must have experience of working in similar environments as IFFI or any other major size event - Should be fluent with the local area/ hospitality assets relevant to IFFI	<u>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</u> Job Profile:- Oversee day-to-day Transport 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, manage driver, verify and certify log books and Prepare MIS Report, Coordinate between stakeholders for smooth functioning 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	<u>Graduate/Post Graduates with 5 years or more Experience in the field of Event Management or Consultancy. Should have experience in handling events individually</u> Job Profile:- Providing expert advice, help with effective strategies and solutions; ensure successful planning and execution, managing/overseeing particular tasks related planning process. Skill Required:- - Higher-level strategic planning & Critical Thinking - Leadership and Problem-solving skills - Strong communication, interpersonal and listening skills. - Judgment and Decision Making - Complex Problem Solving and time management - Systems Evaluation, Creativity and Innovation - Dependability and ability to multitask, - The ability to cope with pressure, challenges - Problem-solving and strategic planning ability. - Management & Operations Consulting Skills - Management of Personnel Resources - Operations Analysis and Analytical Skills - Diplomacy and tact Skills - Specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations - Resilience to cope with long hours and pressure at peak times; - Must have experience of working in similar environments as IFFI or any other major size event - Competent IT skills; - Resilience to cope with long hours and pressure at peak times; - A genuine interest in travel.

Section	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Analyst
(ADMIN) AIR-TRAVEL	<u>Minimum 12th Pass</u> 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	<u>Graduate with 1/2 year of working experience in the Events and Hospitality or any other Industry relevant to IFFI</u> 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	<u>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</u> 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	<u>Graduate/Post Graduates with 5 years or more Experience in the field of Event Management or Consultancy. Should have experience in handling events individually</u> Skill Required :- • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Systems Evaluation • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • diplomacy and tact; • innovation and energy with a desire to drive others; • commitment to people management; • sound judgement with attention to detail; • competent IT skills; • strong organisational skills; • resilience to cope with long hours and pressure at peak times; • a genuine interest in travel.

Section	Executive	Subject Matter Expert/Coordinator	Team Leader/Specialist	Consultant/Analyst
(ADMIN) AIRPORT TEAM	<u>Minimum 12th Pass</u> Job Profile:- Responsible for arranging vehicle for the guest who arrives at the airport for their transfer to hotel Skill Required:- • Strong written and verbal communication, interpersonal and listening skills. • Ability to multitask effectively • Comfortable working independently with minimal supervision • Flexible with shift timings	<u>Graduate with 1/2 year of working experience in the Events and Hospitality or any other Industry relevant to IFFI</u> Job Profile:- Responsible for coordinating with guests inside the airport for their smooth transfer to their hotels 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 • Excellent organizational and multi-tasking abilities • Comfortable working independently with minimal supervision • Flexible with shift timings	<u>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</u> 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	<u>Graduate/Post Graduates with 5 years or more Experience in the field of Event Management or Consultancy. Should have experience in handling events individually</u> Skill Required :- • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Systems Evaluation • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • diplomacy and tact; • innovation and energy with a desire to drive others; • commitment to people management; • sound judgement with attention to detail; • competent IT skills; • strong organisational skills; • resilience to cope with long hours and pressure at peak times; • a genuine interest in travel.

Section	Executive	Film Coordinator	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.	<u>Minimum 12th Pass with 2 years of field experience in the Film Production /Coordination</u> •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	<u>ITI certified Electrician with 1 year of working experience in the relevant field</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management..	<u>Degree/Diploma in Electrical/Mechanical from recongnized university with 3 years of working experience in relevant field (Events experience preferred)</u> •Flexible with shift timings • Must have worked in • Sound decision making. • Good interpersonal , communication skills and People management.	<u>Graduate/Post Graduate with 5 years or more Experience in the field of Techncial Section Event Management or Consultancy.</u> 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	<u>Minimum 12th Pass</u> •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		<u>ITI certified Plumber with 1 year of working experience in the relevant field</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management.	<u>Degree/Diploma in Civil from recongnized university with 3 years of working experience relevant field (Events experience preferred)</u> •Flexible with shift timings • Must have worked in • Sound decision making. • Good interpersonal , communication skills and People management.	<u>Graduate/Post Graduate with 5 years or more Experience in the field of Techncial Section Event Management or Consultancy.</u> 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;

Section	Executive	Coordinator/SME	Team Leader/Specialist	
IT - DELEGATE REGISTRATION	<u>Minimum 12th Pass</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>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)</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management..	<u>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.</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management..	
IT - TICKETING SECTION	<u>Minimum 12th Pass</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Box Office Ticketing	<u>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)</u> •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal , communication skills and People management.. • Box Office Ticketing	<u>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.</u> •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	<u>Minimum 12th Pass. 6 Months Experience in relevant field. IT / Networking Course Certificate.</u> •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.	<u>Minimum 12th Pass with 1 year experience in relevant field. IT / Networking Course Certificate. Experience in IFFI festival and knowledge of Starbase / Datakal preferred</u> •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.	<u>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.</u> •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.	<u>Graduate/Post Graduate with 4 years or more Experience in the field of IT Section Event Management or Consultancy.</u> 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

Section	Executive	Coordinator/SME	Team Leader/Specialist/Social Media Influencer	Consultant/Analyst
SOCIAL MEDIA	• <u>Minimum 12th Pass or equivalent</u> • Flexible with shift timings • Good interpersonal and communication skills. • Familiar with Instagram, Facebook, Twitter and Google Drive & Docs • Conversant in online communication to respond to social media activities quickly • Well versed with Content writing and Profency over the languages (English/Hindi/Konkani/Marathi)	• <u>Graduate with 1/2 year working experience in the Events/Festivals will be given preference.</u> • Flexible with shift timings • Good listening skills. • Strong verbal & written communication skills (English) • Strong research skills, with an ability to retrieve and present information efficiently • Ability to monitor and coordinate with team mates, bloggers & influencers • Experience in building social media communities • Good copywriting skills to craft quality content throughout the festival.	• <u>Graduate with 3/4 year working experience in the Events/Festivals will be given preference.</u> • Flexible with shift timings • Good listening skills. • Strong verbal & written communication skills (English) • Strong research skills, with an ability to retrieve and present information efficiently • Ability to monitor and coordinate with team mates, bloggers & influencers • Experience in building social media communities • Good copywriting skills to craft quality content throughout the festival. • Good at content creation.	• <u>Graduate/Post Graduate with 5 years or more working experience in the the field of Events/Festivals/Consultancy will be given preference.</u> • Flexible with shift timings • Good listening skills. • Strong verbal & written communication skills (English) • Strong research skills, with an ability to retrieve and present information efficiently • Ability to monitor and coordinate with team mates, bloggers & influencers • Experience in building social media communities • Good copywriting skills to craft quality content throughout the festival.

Section	Executive	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
PR	<u>Minimum 12th Pass</u> • Good guest interaction skills. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Minimum 12th Std Pass with 1/2 year of working experience the field of PR</u> • Good Writting skills. • Flexible with shift timings • Good listening skills. • Good guest interaction skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.	<u>Graduate/Post Graduate with 3/4 years of working in the field of PR</u> • Drafting, editing, and issuing press releases, media advisories, and official statements. • Coordinating press conferences, interviews, and media briefings. • Maintaining and updating a media contact database. • Monitoring daily media coverage (newspapers, TV, online platforms) and preparing clippings/reports. • Managing social media presence in alignment with PR activities • Good Writting skills. • Flexible with shift timings • Good listening skills. • Good guest interaction skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.	<u>Graduate/Post Graduates with more than 5 years Experience in the field of PR</u> •Drafting press releases, statements, speeches, and thought leadership content. • Building and leveraging relationships with journalists, editors, influencers, and media houses. - Advising on event publicity (Press conferences, Media campaigns). • Providing crisis communication plans and media handling guidelines. • Monitoring media coverage, public opinion. • Offering guidance on digital PR, social media reputation, and online campaigns. • Measuring PR impact and submitting analysis/reports with recommendations. • Flexible with shift timings • Good listening skills. • Good interpersonal and communication skills. • Good Leadership/People management Skills.

Section	Executive	Coordinator/SME	Team Leader/Specialist	Consultant/Analyst
EVENTS	<u>Minimum 12th Pass</u> • Good guest interaction skills. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Minimum 12th Std Pass with 1/2 year of working experience in organizing Events / Festivals or any other Industry relevant to IFFI</u> • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Graduate/Post Graduate with 3/4 years of working experience in organizing Events/Festivals . Degrees in Event Management /Previous IFFI Experience working preferred</u> • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Systems Evaluation • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • innovation and energy with a desire to drive others; • commitment to people management; • sound judgement with attention to detail; • strong organisational skills	<u>Graduate/Post Graduate with 5 years or more working experience in organizing Events/Festivals . Degrees in Event Management /Previous IFFI Experience working preferred</u> • Critical Thinking • Judgment and Decision Making • Complex Problem Solving • Systems Evaluation • Coordination • Management of Personnel Resources • Operations Analysis • Dependability • excellent communication skills; • innovation and energy with a desire to drive others; • commitment to people management; • sound judgement with attention to detail; • strong organisational skills

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

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

Section	Executive	Coordinator/SME	Team Leader/ Specialist /Executive Assistant	Consultant/Analyst
HR	<u>Minimum 12th Pass</u> • Good guest interaction skills. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Graduate with 1/2 year of working experience in Admin and HR. Courses in Admin / HR are preferred.</u> • Must have knowledge of relevant tools and Software pertaining to Admin and HR (Microsoft Office) • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Must have worked in relevant field • Should have fluency over copy witting Good command over English (Written and Communication.) Knowledge of HIndi, Konkani and Marathi is preferred.	<u>Graduate/Post Graduate (Post Graduation/ Courses in Admin / HR is preferred) with 3/4 years of working experience in the relevant field of Admin / HR. Experience in Event management preferred. Experience in handling various aspects of HR / Admin Department is preferred (e.g. Recruitment and onboarding, Employee Engagement, Payroll management, Training and development, Security, Housekeeping & Safety management, Performance Evaluation etc.)</u> • Good guest interaction skills. • Must have knowledge of relevant tools and Software pertaining to Admin and HR (e.g. Microsoft Office) • Good analytical skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good command over English (Written and Communication.) Knowledge of HIndi, Konkani and Marathi is preferred. • Good Leadership/People management Skills. <u>Executive Assistant</u> <u>Graduate/Post Graduate (Post Graduation/ Courses in Admin / HR is preferred) with 3/4 years of working experience in the relevant field of Admin / HR. Experience in Event management preferred. Experience in handling various aspects of HR / Admin</u> <u>Job description</u> 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) <u>Required Skills</u> 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	<u>Graduate/Post Graduate (Post Graduation/ Courses in Admin / HR is preferred) with 5 years or more of working experience in the relevant field of Admin / HR. Experience in Event management preferred. Experience in handling various aspects of HR / Admin Department is preferred (e.g. Recruitment and onboarding, Employee Engagement, Payroll management, Training and development, Security, Housekeeping & Safety management, Performance Evaluation etc.)</u> • Good guest interaction skills. • Must have knowledge of relevant tools and Software pertaining to Admin and HR (e.g. Microsoft Office) • Good analytical skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good command over English (Written and Communication.) Knowledge of HIndi, Konkani and Marathi is preferred. • Good Leadership/People management Skills.

Section			Team Leader/Specialist
ANCHORS			<u>Graduate/Post Graduates with more than 2 years Experience in the field of Anchoring. Command over foreign languages will be given preference.</u> <u>Skill Required :-</u> • 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, Marathi, Konkani and English • resilience to cope with long hours and pressure at peak times;
Section	Executive	Coordinator/SME	Team Leader/Specialist
PRESENTATION	<u>Minimum 12th Pass</u> • Good guest interaction skills. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Minimum 12th Std Pass with 1/2 year of working experience in organizing Events / Festivals or any other Industry relevant to IFFI</u> • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Graduate/Post Graduate with more than 2 years of working experience in organizing Events/Festivals . Experience in Ushering Section/Previous IFFI</u> <u>Experience working preferred</u> • Good guest interaction skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.

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

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

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

Section	Executive	SME/Coordinator	Team Leader/Specialist	Consultant/Analyst
PEOCOCK / IFFI GUIDE TEAM	Minimum 12th Pass • Good guest interaction skills. •Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills.	<u>Graduate/Post Graduate with 1/2 years of working experience in Literature writting. Previous working experience in IFFI preferred</u> • Good Writting skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.	<u>Graduate/Post Graduate with 3/4 years of working experience in Literature writing. Experience in managing a news letter or news general. Previous working experience in IFFI preferred</u> • Good Writting skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.	<u>Graduate/Post Graduate with 5 years or more years of working experience in Literature writing. Experience in managing a news letter or news general. Previous working experience in IFFI preferred</u> • Good Writting skills. • Flexible with shift timings • Good listening skills. • Sound decision making. • Good interpersonal and communication skills. • Good Leadership/People management Skills.

	Coordinator /SME
Legal Officer / Executive	<u>Bachelor of Laws (LL. B.) minimum 5 years of experience in the domain.</u> 1. Bachelor's degree in law. 2. Experience in the law field. 3. Strong analytical and research skills. 4. Effective interpersonal and communication skills. 5. Ability to work well within a team and individually. 6. Ability to work long hours when needed.

Specialist / Consultant	Job Description
<u>Master of Laws (LL. M.) Minimum 7 years of experience in the domain.</u> 1. Masters degree in law. 2. Experience in the law field. 3. Strong analytical and research skills. 4. Effective interpersonal and communication skills. 5. Ability to work well within a team and individually. 6. Ability to work long hours when needed.	1. Legal Officers is responsible for monitoring all legal affairs within their organization. 2. Should handle both internal and external legal concerns, and are tasked with doing everything in their power to keep their organization out of legal trouble. 3. Represent ESG in all Legal matters.