

Job Title: Event Manager**Location:** Okhla Phase 2**Experience Required:** 4–7 Years**Salary:** 50k - 55k**Job Summary:**

We are looking for a competent Event Manager to oversee and organize events that will make an impact on a target audience. You'll ensure events are successful and cost-effective, paying attention to budget and time constraints.

An event manager is, above all, a project manager who understands marketing and promotion techniques. We want to see enthusiastic candidates with fresh ideas and the organizational skills required to not leave anything about an event to chance.

Responsibilities:

Plan the event from start to finish according to requirements, target audience, and objectives

Come up with suggestions to enhance the event's success

Prepare budgets and ensure adherence

Source and negotiate with vendors and suppliers

Be in charge of hiring personnel

Coordinate all operations

Lead promotional activities for the event

Supervise all staff

Approve all aspects before the day of the event

Ensure the event is completed smoothly and step up to resolve any problems that might occur

Analyse the event's success and prepare reports

Requirements & Skills:

Proven experience as an event manager

Skilled in project management

Knowledge of KPIs and marketing techniques for event management

Computer savvy, proficient in MS Office

Outstanding communication and negotiation ability

Excellent organizational skills

A knack for problem-solving

Customer-service orientation

A team player with leadership skills

A BSc/BA in PR, marketing, hospitality management, or a related field is preferred