



**CII-ITC Centre of Excellence
for Sustainable Development**



Confederation of Indian Industry

Job Title: Temporary employment for event organization

Duration: January 2018 to December 2018

Location: Gurgaon, Haryana

Job description

The CII-ITC Centre of Excellence for Sustainable Development is looking for professional on temporary basis to help with organizing event/s.

Responsibilities

- Help with Event Marketing to the target audience
- Assist in following up with potential sponsors
- Support participant promotion
- Onsite supervision and vendor coordination
- Any other work assigned by the employer

Qualification & skills

- Fluent in English and Hindi
- Good communication and convincing skills
- Ability to work effectively within tight timelines
- Ability to work effectively in teams as well as independently
- Knowledge of sustainable and inclusive development is an added advantage but not the deciding factor
- Some experience in marketing, administration and coordination will count

How to apply

Eligible candidates interested in this position are requested to send their **CV with a cover note**, clearly mentioning “**CV-Events professional**” to **mohita.negi@cii.in**

Please note that only shortlisted candidates will be notified and called for an interview.

Last date of receiving application form is 15 December 2017.