

Designation: Client Servicing Manager

Job Responsibilities:

- Taking brief from clients, decoding the same and clear translation of the brief to the relevant internal teams
- Initiate brainstorming with relevant stakeholders and coming up with innovative ideas
- Making PowerPoint presentations and presenting to the client
- Responsible for successful execution of the project within timeline and budget
- Resource scheduling- internal and external as per event specifications
- Preparing project checklists and timelines and overseeing planning for smooth execution of the event.
- Ability to manage small to medium size events on one's own as well as be able to direct a team.
- Manage invoicing, post-event reports, event closure and collection of funds

Desired Skills:

- Strong verbal, written, and organizational skills
- Excellent at making PowerPoint presentation
- Project management i.e. planning, execution and closure
- Leadership skills
- Industry knowledge

Experience: 3 + years of experience in the events industry

Location: Mumbai – Andheri (West)

Remuneration: As per Industry Standard

Qualification: A masters/diploma in event management/media

Industry: All industries can apply. Events and media industry would be desirable

Interested candidates can drop your resume at hr@risingevents.com