



### Assistant – Events & Admin

<b>Work Location:</b>	IFCCI Bangalore
<b>Department:</b>	Events & Admin
<b>Reports to:</b>	Mr. Priyank Prakash, Manager Events & Membership and Mr. Yohann Samuel, Manager BSS & Membership.
<b>Duration of contract:</b>	1 year

### RESPONSIBILITIES & DUTIES:

#### Events & Membership:

- Preliminary research and proposal of ideas for events
- Identify speakers and sponsors for the events
- Organise the logistics for the event
- Drafting event concept note, sponsorship proposal, invitations and event write-up
- Achieve membership targets as discussed with Managers
- Database management for the Bangalore chapter
- Proactively create databases and run timely checks to ensure contacts are updated

#### Admin & Accounts:

- Invoicing and making receipts on excel as well as CRM tool
- Sending invoice to clients (scan, mailing and courier)
- Filing invoices for records, membership forms and leave records
- Management of all payments and receivables
- Issue vendor payments and coordination for signatures from signatories within deadline
- Filling vouchers for account, team reimbursements
- Management of petty cash record and receipt books
- First screening of reimbursement and other documents for staff outsourcing clients
- Data entry into CRM and excel as per team's need (making updated lists for events and admin)
- Drafting Visa recommendation letters
- Ordering stationary, cafeteria goods for office from vendors (ensure timely refill of goods)

**Mumbai Office:**  
French Bank Building,  
62 Homji Street, Fort,  
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Tel: +91 22 6747 9765  
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**Delhi Office:**  
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Tel: +91 080 6900 1218  
Email: contactbangalore@ifcci.org.in



Other:

**Weekly / monthly reporting:**

- Entering payments and receivables into monthly reports (MS excel and hard copies) and submitted to head office at the end of every month
- Ensure paper accounts are well maintained with copies of all transactions

**Maintaining Invoice Record Sheet and vendor follow ups:**

- Updating invoice record sheet
- Payment follow-up for all invoices, sundry debtors and membership renewals
- Follow up for event participation and membership renewals
- Vendor relations (telephone, internet, CRM, office maintenance)
- Logistics (flight, cab, hotel bookings)

**Membership Renewal and Event follow ups:**

- Follow ups with clients for Membership Renewals, invoicing and pending payments
- Cold calling to clients to ensure generation of good turnout at events(basis Manager's feedback)

Please send your CV to [employment.service@ifcci.org.in](mailto:employment.service@ifcci.org.in)

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