

Détail de l'offre : Assistant – Events & Admin

Partenaire	IFCCI CCI France-Inde
Adresse	Indo French Chamber of Commerce & Industry French Bank Building, 4th Floor, 62 Homji Street, Fort - Mumbai
Code postal	400001
Ville	Mumbai
Référence	22D1658229372
Titre	Assistant – Events & Admin
Description du poste	Events & Membership: * Preliminary research and proposal of ideas for events * Identify speakers and sponsors for the events * Organise the logistics for the event 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 More information in the folded file
Type de contrat	Emploi
Métier	Achats / Logistiques
Société	IFCCI
Description de la société	About Indo-French Chamber of Commerce & Industry (IFCCI) Established in 1977, the Indo-French Chamber of Commerce and Industry (IFCCI) belongs to a worldwide network of 120 French Chambers (CCIFI) in 90 countries with over 33,000 companies. IFCCI is one of the most active bilateral chambers in India that promotes mutually beneficial trade relations between India & France and caters for its members' needs and interests. For more information, please visit https://www.ifcci.org.in/
Localisation	IFCCI Bangalore
Pays	Inde