



Centralised Career Guidance & Placement Cell

Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi – 110078

Ph: 011-25302739, Email- ccgpc.ggsipu@gmail.com

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Recruitment Drive for Graduate Students of IPU & Its Affiliated Institutes

The Centralised Career Guidance & Placement Cell of the University is organizing Pool Campus Interviews for Graduate Students of GGSIP University including its Affiliated Institutions. Interview is scheduled to be held shortly. **(Keep visiting our website for latest updates & future announcement).**

Brief about the company: Roopantran Communications is a full service advertising and communications company. Through our offerings in Advertising, Designing, PR, Research, Digital, Events and Production, we assist our Clients by developing solutions to their marketing communication problems and providing support to help them reach their goals. While we offer a host of services, it is not about integrating everything under one roof. It is about having an integrated philosophy of creativity across everything that's offered.

Job Requirement: Event Executives for two departments

No. of Candidates required: 5 – 6

Nature: Interns / Fresher's / Experienced

The-Base: New Delhi, Karkardooma

Job Summary: (Event Coordinator)

They are looking for professionally qualified event coordinators with an ability to manage administration and logistics of our events and promotional activations.

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

The event coordinator should have a love for event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers

Event Planning and Production

- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean up for events as necessary.
- Close out all events as required.

Event Administration:

- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate appointments and visits to see our space, and scheduling of events on the calendar.
- Prepare and modify event contracts as requested.

Skills Required

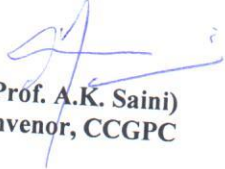
- Excellent communication skills including writing, proof reading skills, and speaking.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills both in person and by phone, with high professionalism.

- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, email and web searches.

All interested candidates should send their CV on ccgpc.ggsipu@gmail.com strictly on or before ^{30th} ~~15th~~ May, 2014. After 15th May the registration will not be accepted. Before sending your resume please mention name of the company. For more details please contact Ms. Sheetal Kanojia, Ph. No: 011-25302739.

Copy to:

1. AR to Hon'ble VC – for info.
2. Registrar – for info.
3. Chairperson, CCGPC.
4. All Placement Coordinators.
5. Server Room – To upload it on the University Website.
6. Guard File.


(Prof. A.K. Saini)
Convenor, CCGPC