



Job Position: Intern – Events & Memberships Team

Location: Pune

The Indo-French Chamber of Commerce and Industry (IFCCI) is a not-for-profit bilateral business Chamber that fosters and promotes mutually beneficial relations between India and France through channels of trade and industry. IFCCI is looking for an **Intern (Indian National)** for a **period of six months** who will assist the Events – Manager.

Responsibilities include:

1. Support to the Events & Membership – Manager include

Events:

- Support the Manager in organizing events and providing logistics support right from planning, execution and post-event phase of the event.
- Propose ideas for events and assist in raising sponsorship for the event.
- Prepare event invitations and dispatch the same to the members and non-members.
- Ensure participants attendance for the events by conducting various types of marketing methods – telemarketing/database marketing/personalized marketing.

Communication:

- Offline: Gather information and advertisements for IFCCI's bi-monthly Newsletter and quarterly magazine.
- Online: Update regularly all the activities of IFCCI on IFCCI's website, twitter account and LinkedIn account.

Memberships:

- Manage and update the database on a regular basis, identify and meet potential members, ensure the membership renewal.
- Support the manager in fixing appointments and meetings.

Administration:

- Prepare invoices and ensure the receipt of payment in accordance with IFCCI's accounts procedure.

Knowledge of French Language is a plus.

Job Timings: 9.00 am to 5.30 pm (Monday to Friday)

Please send your CV to employment.service@ifcci.org.in

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