



**Job Position: Manager, Events & Membership at IFCCI -PUNE**  
**Indian National**  
**Requirement: Immediate**

**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 a **Manager, Events & Membership** at Pune. A young, self-motivated, curious individual with a passion for communications, sales and business across industries who presents utmost professionalism.

**Responsibilities include:**

- **Planning and Executing Events for Pune**

- Create a momentum of regular events in Pune (business, social networking, workshops) as discussed with the Regional Director.
- Ensure full event coordination from identifying speakers, sponsors, logistics to post event follow-up.
- Create and build database of Indo-French contacts and companies in Pune
- Keep a tab on the business climate and constantly identify interesting trends, topics
- Show curiosity and genuine interest in business across Industries and consistently build knowledge
- Create and manage relationships with event related vendors
- Manage the budget for each event as per the objectives assigned
- Coordinate all (Pre, During and Post Event) communication on social media and website including taking notes for post event reports
- Work with the supervision of the Regional Director based in Mumbai for the execution of above activities

- **Managing Membership**

- Meet existing Pune-based members to understand their needs
- Be in regular touch with IFCCI members in the region and develop relationships
- Membership acquisition:
  - Focused approach by identifying Indian and French corporates
  - Indian companies with a French business interest
- Business Development: enroll new member companies from Pune as per objectives
- Follow-up on membership renewals  
 Expand the existing membership database contacts across functions and maintain CRM hygiene

Mumbai office:  
 Ador House, Plot/CS No.34,  
 6-K, 2nd Floor, Dubash Marg,  
 Opp. Lion Gate,  
 Fort, Mumbai-400 001  
 Tel: +91 90040 21821  
 contact (@) ifcci.org.in

Delhi office:  
 DLTA Complex, RK Khanna  
 Stadium, 1st Floor (Gate 3)  
 1, Africa Avenue  
 New Delhi - 110 029  
 Tel: +91 11 6922 3100  
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Chennai office:  
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Bangalore office:  
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Hyderabad Office:  
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Pune Office:  
 Awfis, 3rd Floor, Baner Business  
 Bay, Pashan - Sus Road, Behind  
 Audi Showroom, Off Mumbai  
 Bangalore Highway, Pune 411045  
 Tel: +91 90 2101 5861  
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- Generate Annual Sponsorships / Committee sponsorships and retain existing ones
  - Coordinate the renewal of membership, acquisition of new members, renewal of resigned members for Pune chapter along with the Regional Director
  - Work with the supervision and coordination of the Events & Membership team based in Mumbai for the execution of above activities
- Relations with key partners
- Engage with the local Government officials for organizing meetings with French investors
  - Develop relations with key French and Indian institutions
  - Work with the supervision of the Regional Director in Mumbai for the execution of above activities
- Committees
- Drive and promote IFCCI committees in Pune
  - Plan quarterly events and meetings for the committee members
  - Manage relations with the leadership of the committees

### Skills and Experience required:

- Graduate / post-graduate in Marketing/International Business/ Communication
- Minimum 5-6 years of work experience in event organization/business development
- Excellent PR and communication skills
- Excellent organisation skills
- Multi-tasking skills
- Curious and interested in the Indo-French business landscape
- Team spirit
- Autonomous
- Attention to detail
- Excellent written and spoken English. French is an advantage but not mandatory
- Prior experience of consistent interactions with CXOs and Leadership level executives is an advantage
- Previous industry association experience is an advantage

**Compensation:** Compensation will be commensurate with the candidate's ability and experience.

**Send your CV and cover letter in English to [Mansukhani.j@ifcci.org.in](mailto:Mansukhani.j@ifcci.org.in)**  
Please mention **“Manager – Events & Membership for PUNE”** in the subject line.

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