



**International Supply Chain Education Alliance**

ISCEA  
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### **Job Description: Event Manager- Mumbai/Pune, India**

ISCEA ([www.iscea.net](http://www.iscea.net)) and SCNext ([www.scnext.org](http://www.scnext.org)) are looking for a talented event manager to join our team and who can work under minimal direction

#### **Duties:**

- Ownership of all project delivery elements, utilizing standard processes and procedures to achieve customer satisfaction. Key responsibilities include but are not limited to: managing budget and timelines, food and beverage, function space, themed events, audio visual and production, merchandise, activity planning and sourcing, registration, and program communications
- Ownership of project details, timeline, budget, and financial processes and procedures that are to be followed on a per project basis
- Management of partners and internal support areas to ensure quality and timely delivery
- Provide project feedback to all stakeholders through summary and distribution project debrief notes for inclusion in account review
- Contribute to overall attendee satisfaction on a project by project basis

#### **Skills required:**

- Bachelor's degree in Business or Engineering from an accredited Indian university
- 1-2 years' experience in event management/project management with ability to take initiative and demonstrated growth preferable (Fresh college grads also considered but will be required to demonstrate ability through various co-curricular activities)
- Knowledge of design and creation of online marketing and social media campaigns.
- Ability to come up with innovative campaigns to help our university and corporate agendas. Demonstrated ability in this arena will be a big positive while selection
- Ability to design banners/flyers etc. using Photoshop/illustrator and other design tools preferable
- Knowledge of MS Office suite (PowerPoint, Excel and Word)
- Superior written and oral communication skills; strong examples of written pieces
- Proficiency in project management

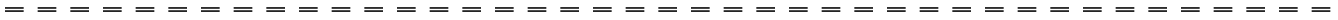


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### **Benefits & Compensation**

We have an exciting array of performance based incentives. We want you to be part of our team and grow with us. Further details will be shared with interested candidates



If you want to submit interest to this role and learn more, please send your resume and cover letter to [nikhil.oswal@scnext.org](mailto:nikhil.oswal@scnext.org) with a copy to [info@scnext.org](mailto:info@scnext.org) , the subject line: Job Application- Event Manager- Mumbai/Pune India. Potential candidates will then be contacted with more information and for a follow-up interview.

### **About ISCEA, International Supply Chain Education Alliance:**

ISCEA, The International Supply Chain Education Alliance, conducts many workshops to improve the knowledge of Manufacturing and Service industry professionals worldwide. ISCEA's mission is to be a single source for Total Supply Chain Knowledge through Education, Certification, and Recognition. ISCEA is the developer of internationally recognized certification programs of Certified Supply Chain Manager (CSCM), Certified Supply Chain Analyst (CSCA), Certified Demand Driven Planner (CDDP), Certified Lean Master (CLM), Certified RFID Master (RFIDSCM), and Certified Supply Chain Technology Professional (CSCTP). ISCEA is the governing body for the Ptak Prize. ISCEA members hold mid to upper supply chain management positions in Global 2000 companies.

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### **About SCNext (ISCEA Young Supply Chain Professional Association):**

The SCNext provides the aspiring leaders in the supply chain industry with a platform to explore their leadership potential, while developing the skills sets and knowledge desired by corporations, small and large. The SCNext is a member-run organization - for young professionals by young professionals with members spanning five continents. The SCNext provides members with the opportunities to take local, regional, and global leadership positions, manage internal business ventures and projects, enhance your formal education through certification & debate, gain a global perspective on business and cultural issues, and build friendships with young professionals around the world!

For more information, please visit: [www.scnext.org](http://www.scnext.org)