

JOB DESCRIPTION

LAKE SHORE INDIA

Job Title	Executive/AM – Events Production & Execution	Department / Function	Marketing
Reporting Manager	AGM	Location	Ghaziabad
Duties & Responsibilities			
<ul style="list-style-type: none">• Planning and Coordination: Creating detailed event plans, including timelines, budgets, and logistics. Coordinating with vendors, suppliers, and internal teams to ensure all aspects of the event are organized and executed smoothly.• Budget Management: Estimating costs, negotiating contracts, and managing budgets to ensure the event stays within financial constraints.• Event Setup: Identifying suitable event spaces within the mall and overseeing the setup and layout to optimize space and accommodate attendees.• Vendor Management: Hiring and managing vendors such as caterers, decorators, audio-visual technicians, and transportation services.• Risk Management: Identifying potential risks and developing contingency plans to mitigate them, ensuring the safety and security of attendees and participants.• On-site Management: Overseeing all aspects of the event on the day, including setup, registration, guest services, technical support, and troubleshooting any issues that may arise.• Post-Event Evaluation: Conducting post-event evaluations to assess the success of the event, gather feedback from stakeholders, and identify areas for improvement in future events			
Experience			
Qualification	MBA/Graduation - Marketing	Overall Experience	3 – 5 years
Type of industry	Currently working for an Event Agency locally- Ghaziabad	Essential Experience	3 – 5 years