

Role:-Concepts & Ideation – Ankita Topno

Regular office hours:- 9.30 AM – 6 PM

Date:- 1st April 2020 – 31st March 2021

Job Role Summary:

This role is responsible for creatively thinking, ideating and conceptualising presentations relevant to proposal invites received from clients for event requisites.

Key Results Area #1 – Conceptualisation & Ideation

- Work with the marketing team to get the brief and conceptualise concepts and designs for the events space, as per client requirement and brand guidelines.

Key Results Area #2 – Deliberation with Creative & Production team

- Deliberate with the creative (2D & 3D) team and production team for feasibility of the ideas.

Key Results Area #3 – Quality of Creative

- Ensure quality of creative going out to marketing functions are of the highest level. All content and brand guidelines to be checked before creatives are sent out.

Key Results Area #4 – Keeping up to date with latest designs

- Ensuring you are up to speed with the latest designs, trends and technology in the events space

Key Results Area #5 – Working with production team

- Work with the production team to ensure event collaterals are delivered on time.

Key Results Area #6 –Wings culture code

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp off's need to be approved in advance