

Section	Description
School/Department Name	Trade Tower
Contact Name	Dr. Daya Shankar
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Phone Number	7002487107
Job Profile Information	
Job Title	Event Coordinator Intern
Department	Trade Tower
Reporting To (Title)	Dr. Daya Shankar
Number of Positions	1
Job Summary	Briefly describe the overall purpose and responsibilities of the position (2-3 sentences).
Key Responsibilities	<ul style="list-style-type: none"> Assist in planning and organizing events, workshops, and seminars. Coordinate with speakers, mentors, and participants for event scheduling. Manage event logistics and ensure smooth execution. Assist in post-event evaluations and feedback collection.
Qualifications	Outline the required skills and experience for the position.
Education	Currently pursuing a Bachelor's or Master's degree in Event Management, Hospitality, Business, or a related field.
Experience	
Skills	<ul style="list-style-type: none"> Strong organizational and planning skills. Excellent communication and interpersonal abilities. Ability to manage multiple tasks and work under pressure. Attention to detail and problem-solving skills. Proficiency in event management software and tools.
Certifications	
Additional Information	The Event Coordinator Intern assists in planning and organizing various events, workshops, and seminars. This role includes coordinating with speakers and participants, managing event logistics, and ensuring smooth execution. It provides practical experience in event management and networking within the startup ecosystem.
Preferred Start Date	July 2024
Additional Details	