



<https://orangeartfactory.com/coimbatore/job/event-coordinator-job-in-chennai-pondy/>

## Event Coordinator in Chennai & Pondy

### Description

We are looking for experienced, inexperienced, and creative event coordinators to join our team. As an event coordinator at our company, you will be responsible for meeting customers and coordinating events.

We are expecting you to be very well-organised and competent in event management. Communication skills, good time management, and attention to detail are a must!

### Responsibilities

- Should meet customers in person
- Should do tele-calling when there is no event or customer meeting
- Understand requirements and details of each event
- Understand clients' needs and wants
- Meet with clients and coordinate with them regularly
- Look for and compare different vendors (catering, decorators, musicians, etc.)
- Evaluate personnel and provide reports
- Manage all event operations (preparing venue, invitations, food, drinks etc.)
- Track the overall event expenses regularly
- Carefully oversee event happenings
- Offer solutions to resolve problems in a timely manner
- Evaluate event's success and submit reports

### Qualifications

- 3 years of experience as an event coordinator or similar role
- Portfolio of successful events
- Proficient in MS Office or Mac
- Knowledge of basic recruitment practices
- Sense of ownership and pride in your performance and its impact on company's success
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- A degree in hospitality management, public relations or relevant field is preferred

### Contacts

Vinoth : 8870766660

### Hiring organization

Orange Art Factory

### Employment Type

Full-time, Work From Home

### Beginning of employment

June 2022

### Duration of employment

Unless Terminated

### Industry

Event Management

### Job Location

Remote work from: Chennai, Tamil Nadu; Pondy, Pondicherry

### Working Hours

Regular

### Base Salary

₹ 15000 - ₹ 20000

### Date posted

May 16, 2022

### Valid through

31.08.2022