



## **Job Position: Intern – Events & Memberships Team**

The Indo-French Chamber of Commerce and Industry (IFCCI) is a not for profit bilateral business Chamber that fosters and promotes mutually beneficial relations between India and France through channels of trade and industry. IFCCI is looking for an **Intern (Indian National)** for a period of six months who will assist the Events – Manager.

**Location:** Mumbai

**Responsibilities include:**

### **1. Support to the Events & Membership – Manager include**

- **Events:**
  - Support the Manager in organizing events and providing logistics support right from planning, execution and post-event phase of the event.
  - Propose ideas for events and assist in raising sponsorship for the event.
  - Prepare event invitations and dispatch the same to the members and non-members.
  - Ensure participants attendance for the events by conducting various types of marketing methods – telemarketing/database marketing/personalized marketing.
- **Communication:**
  - Offline: Gather information and advertisements for IFCCI's bi-monthly Newsletter and quarterly magazine.
  - Online: Update regularly all the activities of IFCCI on IFCCI's website, twitter account and LinkedIn account.
- **Memberships:**
  - Manage and update the database on a regular basis, identify and meet potential members, ensure the membership renewal.
  - Support the manager in fixing appointments and meetings.
- **Administration :**
  - Prepare invoices and ensure the receipt of payment in accordance with IFCCI's accounts procedure.
- Knowledge of French Language is a plus.
- **Job Timings:** 9.00 am to 5.30 pm (Monday to Friday)

Please send your CV to [employment.service@ifcci.org.in](mailto:employment.service@ifcci.org.in)

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