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Event Operations Executive

Position Overview

The Event Operations Executive ensures seamless administrative support, operational coordination, and end-to-end event execution. The role collaborates across internal departments to maintain workflow efficiency and deliver high-impact event experiences.

Key Responsibilities

- Manage administrative tasks such as call handling, scheduling, documentation, and appointment coordination.
 - Align inter-departmental meeting schedules and arrange logistics, including refreshments, materials, and AV requirements.
 - Maintain calendars, prepare travel itineraries, organise meeting documents, and coordinate venue/hotel bookings.
 - Manage and update company documentation repositories.
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Operational Execution

- Understand client requirements and translate them into actionable internal briefs.
 - Coordinate with creative teams for collateral development and production accuracy.
 - Collaborate with production teams to ensure events run smoothly and on schedule.
 - Manage on-ground event responsibilities until closure.
 - Communicate regularly with clients and drive timely follow-ups.
 - Comply with agency processes and develop domain knowledge on client industries.
 - Ensure accurate and timely delivery of all technical, production, and décor elements in line with event requirements.
 - Monitor quality standards, safety protocols, and event timelines throughout the planning and execution phases.
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Skills & Competencies

- Strong communication and interpersonal abilities.
 - Close attention to detail and organisational discipline.
 - Ability to multitask and manage parallel projects effectively.
 - Proficiency in MS Office and operational coordination tools.
 - Quick decision-making, planning, and execution skills.
 - Manage vendor relationships and coordinate effectively with key stakeholders to ensure seamless event delivery.
 - Support budgeting processes and implement basic cost control measures to maintain financial efficiency.
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Qualifications

- Bachelor's degree in Commerce, Arts, Mass Communication, Management, or a related field.
 - Minimum 1 year of Agency experience in operations, administration, or event coordination.
 - Experience in event industry operations preferred.
 - Proficiency in MS Office (Word, Excel, PowerPoint) is mandatory.
 - Strong professional etiquette and client-handling capability.
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Work Details

Working Hours	9:30 AM – 7:00 PM
Location	Koregaon, Pune
Travel Requirement	Frequent local travel + outstation as per project demand
Vehicle Requirement	Own two-wheeler (bike mandatory)
License	Valid driving license required