



<b>Role Title</b>	<b>Intern/Executive/Senior Executive</b>	<b>Reporting to</b>	<b>Associate Vice President – BD &amp; CS</b>
<b>Division</b>	<b>Brand Activation</b>	<b>Department</b>	<b>BD &amp; CS</b>
<b>Region</b>	<b>West</b>	<b>Location</b>	<b>Mumbai</b>

**Candidate Requirement:**

<b>Education/Qualifications</b>	Graduate / Masters in any discipline / MBA
<b>Experience</b>	0-3 years in a business/client management role
<b>Industry</b>	Events, Marketing, Services or related businesses could be of advantage

**Who we are:**

Wizcraft is one of India’s leading communication & entertainment Company, integrating strategy, creativity and technology to provide unique experiences.

**What are we looking for?**

Highly proficient Client Servicing professionals. The candidate should have substantive expertise and experience in developing and managing client relationships; acumen and understanding of brand activations, experiential marketing and events. A strong Sales/Business Development and P&L exposure with excellent networking, communication and presentation skills are essential.

The individual must be a high achiever, enterprising, a self-starter and a result-oriented Sales and Business Development professional.

The internship Period will be for 3-6months thereafter moving into employment



## **Key Responsibilities:**

### **Client Servicing**

- Project management (working on project briefs, reporting, documentation of project content, on-ground support)
- Work closely with the creative team for conceptualization, create pitch presentations and credentials for various projects
- Direct interaction with the clients for the direction, presentation and management of the various events and brand activation programs

### **Process management**

- Process adherence to Wizcraft SOPs and reporting procedures
- Prepare pre-event P&L with production team
- Preparation of a detailed project plan including all the activities and timelines required for the delivery of the project

### **Special Skills:**

- Excellent presentation skills
- Team player and management skills with the ability to play different roles within the team
- Able to present work and lead client conversations

**Those interested kindly send your CVs to [hr@wizcraft.co](mailto:hr@wizcraft.co)**

## **WIZCRAFT ENTERTAINMENT AGENCY PRIVATE LIMITED**

Registered office : 1103, Morya Bluemoon, Link Road, Andheri West, Mumbai 400053

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**BRAND ACTIVATION · DIGITAL EVENTS · SPECIAL PROJECTS**