

## Pune Branch of WIRC of ICAI, Now Hiring:

### 1. Housekeeping Person – 01 No

Are you passionate about cleanliness and creating a welcoming environment? Do you take pride in ensuring spaces are tidy and organized? We are seeking dedicated individuals to join our team as Housekeeping Staff at Pune Branch of WIRC of ICAI on contract basis.

#### Responsibilities:

- Perform routine cleaning and maintenance tasks to uphold cleanliness standards in designated areas.
- Dusting, vacuuming, sweeping, and mopping floors.
- Cleaning and sanitizing bathrooms, including restocking supplies.
- Emptying trash receptacles and disposing of waste.
- Reporting any maintenance issues or safety hazards to the supervisor/branch incharge
- Assisting with special cleaning projects and events as needed.

#### Requirements:

- Proven experience in housekeeping or a related field is a plus.
- Knowledge of cleaning chemicals & tea / coffee etc making.
- Attention to detail and the ability to work independently.
- Physical stamina and the ability to lift heavy objects.
- Excellent time management skills and the ability to prioritize tasks.
- Ability to read and write English, Marathi & Hindi.
- **Flexibility to work weekends, evenings, and holidays as required.**

#### Benefits:

- Competitive payment.
- Opportunities for career growth and development.
- A positive and supportive work environment.
- If needed Training to enhance your skills.

If you are motivated, reliable, and have a passion for cleanliness, we want to hear from you! Join our team and contribute to creating a pleasant and hygienic environment for our valued customers.

To apply, please submit your resume and cover letter to [admin@puneicai.org](mailto:admin@puneicai.org)

Application deadline is **31<sup>st</sup> July, 2023**. Only shortlisted candidates will be contacted for an interview.

## **2. Join Our Team as an Event Coordinator for ICAI Conferences and Seminars-02 Nos**

Are you passionate about event planning and organization? Do you thrive in a dynamic and fast-paced environment? Pune Branch of The Institute of Chartered Accountants of India (ICAI) is seeking an experienced Event Coordinator to play a key role in organizing our prestigious conferences and seminars.

### **Responsibilities:**

- Coordinate and manage all aspects of conferences and seminars organized by ICAI.
- Liaise with speakers, sponsors, and vendors to ensure smooth execution of events.
- Develop and maintain event budgets, timelines, and logistical plans.
- Coordinate event logistics, including venue selection, travel arrangements, catering, audio-visual setup, and accommodation.
- Oversee event registration and attendee management.
- Collaborate with marketing and communications teams to promote events and ensure effective communication with attendees.
- Evaluate event success and gather feedback for continuous improvement.
- Designing the flyers, newsletters, brochures by using the Coral Draw

### **Requirements:**

- Bachelor's degree in event management, hospitality, or a related field.
- Proven experience in planning and coordinating conferences, seminars, or large-scale events.
- Strong organizational and multitasking skills, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills.
- Attention to detail and ability to work under pressure to meet deadlines.
- Proficiency in event management software and MS Office Suite.
- Knowledge of the accounting profession and familiarity with ICAI is a plus.
- Willingness to work flexible hours and travel as required.

### **Benefits:**

- Competitive payment commensurate with experience.
- Opportunity to work with a prestigious professional organization.
- Professional development and growth prospects.
- Collaborative and supportive work environment.

- Networking opportunities with industry professionals.

If you are a motivated and detail-oriented professional with a passion for event coordination, we invite you to join our team. Showcase your skills and contribute to the success of ICAI's conferences and seminars.

To apply, please submit your resume and cover letter to [admin@puneicai.org](mailto:admin@puneicai.org). Application deadline is **31<sup>st</sup> July, 2023**. Only shortlisted candidates will be contacted for an interview.

ICAI is an equal opportunity employer and encourages diversity in the workplace.

### **3. Exciting Opportunity: Join Us as a Branch Incharge for ICAI Conferences and Seminars-01 Nos**

Are you a dynamic and driven professional with experience in event management? The Institute of Chartered Accountants of India (ICAI) is seeking a highly motivated and experienced individual to fill the position of Branch Incharge for our prestigious conferences and seminars.

#### **Responsibilities:**

- Oversee and manage all aspects of ICAI conferences and seminars held at the branch level.
- Coordinate with the central event management team to ensure alignment with organizational objectives and guidelines.
- Plan and execute events, including venue selection, scheduling, logistics, and budget management.
- Collaborate with speakers, sponsors, and vendors to ensure a seamless event experience.
- Coordinate event promotion and marketing activities in collaboration with the central marketing team.
- Manage event registration and attendee management processes.
- Ensure compliance with event-related policies, procedures, and guidelines set by ICAI.
- Conduct post-event evaluations and provide recommendations for future improvements.

### Requirements:

- Bachelor's degree in business administration, Qualified CA or a related field.
- Proven experience in planning and organizing conferences, seminars, or similar events.
- Strong leadership and managerial skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency in event management software and MS Office Suite.
- Knowledge of the accounting profession and familiarity with ICAI is a plus.
- Flexibility to work extended hours and travel as required.

### Benefits:

- Competitive payment and benefits package.
- Opportunity to work with a prestigious professional organization.
- Professional development and growth prospects.
- Collaborative and supportive work environment.
- Networking opportunities with industry professionals.

If you are an organized and results-driven individual with a passion for event management, we want to hear from you. Join ICAI and contribute to the success of our conferences and seminars at the branch level.

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