Event Coordinator

About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin-the Indian Subcontinent--as a legitimate contributor to the global specialty coffee, craft baking and pod-to-bar chocolate making movements. Only raw materials enter Subko's facilities: all of the coffee, bakehouse and cacao products are crafted from scratch, in house. From crop to cup, pod to bar, and farm to table. We aim to provide a detailed, high quality coffee, bake and chocolate experience to all our guests

About the job:

As an **Event Coordinator** you must be well-organized and competent in handling end to end events. Communication skills and attention to detail will set you apart to being the best among the candidates. Add a shot of enthusiasm and passion for the job and you'll be our ideal candidates

Based in Bombay but scope of work will be pan-India.

Key Responsibilities:

- Lead and manage all inbound and outbound event opportunities from concept to execution
- Develop comprehensive event plans, outlining timelines, tasks, and responsibilities.
- Execute events from conception to completion, ensuring seamless coordination and execution.
- Oversee logistics, scheduling, and on-site management to guarantee a flawless event experience.



- Collaborate with the marketing team to integrate promotional strategies into event planning.
- Ensure that events align with branding objectives and contribute to overall marketing goals.
- Implement creative and effective marketing campaigns to maximize event visibility.
- Manage relationships with vendors, ensuring their adherence to quality and timelines.
- Develop and manage event budgets, ensuring cost-effectiveness and adherence to financial constraints.
- Source and negotiate contracts with suppliers, optimizing procurement processes.
- Monitor expenses and provide regular updates to stakeholders on budgetary performance.
- Oversee financial transactions related to events, including vendor payments and invoicing.
- Ensure timely processing of payments and adherence to financial protocols.

Skills Required:

- Preferred 3+ years of handling events end to end
- Key preferred experience: Retail or F&B product companies
- Strong project management skills with a focus on attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment and manage multiple projects simultaneously.
- Highly motivated and creative individual
- Excellent communication and public speaking skills
- Good organizational and planning skills
- Good analytical and problem-solving skills



Perks of joining our team: You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 120+.in a span of 3 years

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

Apart from that some benefits include:

- Mediclaim
- Travel allowance
- Lunch facilities
- Employee discount available at our outlets
- Provident Fund

You can get in touch with us at:

Email id :- whatsyourspecialty@subko.coffee

Contact Number :- +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)