



C.V. Raman Global University Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040097244

Job Description for Event Coordinator

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2022), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.



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- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.

Where You Come In

We are looking for a proactive and detail-oriented Event Coordinator to support the planning, coordination, and execution of various events. This role includes seamless event logistics, vendor communication, and on-site coordination. The ideal candidate should be highly organized and should be passionate about event management.

Duties & Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

I. Event Support & Coordination

- Assist in planning and organizing events, including conferences, University's functions, and social gatherings.
- Coordinate event logistics, including venue selection, catering, audiovisual arrangements, and vendor communication.
- Support internal teams in executing event deliverables.
- Support coordination with internal and external stakeholders for event requirements.

II. Vendor Management

- Communicate with vendors, suppliers, and contractors to ensure timely and efficient service delivery.
- Assist in negotiating contracts and managing supplier relationships.

III. Equipment Installation & Management

- Oversee the installation and setup of event-related equipment, including air conditioning, projectors, sound systems, and lighting.
- Coordinate with technical teams to ensure proper maintenance and functionality of equipment.
- Troubleshoot equipment issues and ensure smooth technical operations during events.

IV. On-Site Event Execution

- Ensure smooth on-site coordination and event setup.
- Assist in managing attendee check-ins and troubleshooting logistical challenges.
- Provide support for speakers, guests, and participants during the event.
- Handle event registration, ticketing, and guest communication.

V. Safety & Compliance

- Ensure compliance with organizational and legal event regulations.



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- Assist in risk assessment and safety protocol implementation.

Who Are We Looking For

- **Graduate with 60% marks** (or an equivalent grade in a point scale wherever grading system is followed) in BBA/BMS
- **Minimum 3 Years of experience** in similar role.

What We Expect from You as the Event Coordinator

Uphold high professional standards aligned with the organization's core values. Foster strong relationships with vendors, stakeholders, and attendees. Work collaboratively with internal teams and external partners to ensure successful events. Demonstrate excellence in event execution and coordination.

For more details, visit us at <https://cgu-odisha.ac.in/>.



Want to be a part of Our Organization?

Please write to us and share your updated CV/ Resume at recruitment@cgu-odisha.ac.in and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.