**Job Description**

**Company Overview**

**We Living Talent Pvt. Ltd.** are currently organizing an International Talent Hunt (**Living Talent Hunt 2017)** for students from India and overseas, in association with **Archie’s**. The competition will serve as a premier global platform for showcasing the talent, creativity, innovations, artistic skills, and out of the box ideas of students across varied skill categories.

**Event Overview**
**Living Talent Hunt** has been designed and conceptualized to encourage students (from the age group 5-18) to come out, recognize their latent talent, skills and crafts, work on it and perform on a truly international platform, in such a way that we have a pool of the most talented and creative youngsters in the years to come.
With 14 countries participating from India and overseas, this competition is one of the most exclusive events in the category being held anywhere across India.

**Work Overview**

We are looking for young and vibrant go getters, who will be responsible for doing the groundwork for the successful promotion of our brand (Living Talent) across India and overseas, and reach out to the prospective talent (from schools and education institutes) with a clear target to turn them into our prospective participants.

 **Roles, Tasks and Responsibilities**

* Conduct online research to gather information, map the respective zones and compile data and contact details of prospective schools to be approached.
* Reach out to the schools through voice calls, mails, etc., and brief about the company and event, to be able to fix an appointment.
* Visit schools, conduct walk-ins and personally meet the principals, or relevant school departments (such as cultural, extra-curricular activities or arts wing) with the decision making authority to hold such an event.
* Identify the interest and understand client’s needs and requirements.
* Hold meetings, discussions, and provide necessary information about the event (Living Talent Hunt) and the brand (Living Talent Pvt. Ltd).
* Inform, Mentor and Lead Students to Join and Sign-Up for the talent hunt.
* **Create a buzz and awareness about the brand, and build a positive image for the company.**
* Assist the corporate marketing team in product launch. Coordinate with the marketing team to publicize and promote the event.
* Research for venues, suppliers & contractors and then negotiate prices and hire.
* Responsible for achieving company defined sales targets.
* Maintain daily report.

(Rest assured, there will be many opportunities for the new joinee to learn, grow and contribute, and the **salary/stipend** offered will justify the smart work, dedication, and problem solving attitude of each individual.

**Prerequisite Skills**

Applicants must have good working knowledge of MS Office (Word, Excel, PPT, etc.), must be Internet savvy, and have decent communication and organizational skills.
The candidate must have a pleasing and outgoing personality, ability to work independently, be self-motivated, goal driven, problem-solving, multi-tasking, must be willing to work locally in the field and ready to travel as well, and have a strong attention to detail.
The job will require the candidate to reach out to the schools, represent our company in front of the schools and convince them to get students enroll for our competition.

**Stipend
It is a full time paid internship.**A stipend of up to INR 5000 plus incentive based on applicant’s qualifications, experience and aptitude demonstrated during the interview. We require the selected candidates to intern for a period of minimum 2 months, with a possibility of further extension. We are of the view that hard work should be rewarded efficiently so on achievement of target you will be paid additional incentives

**Official travelling expenses will be covered.**

**Salary**

**It is a full time day job.**Salary will be based on applicant’s qualifications, experience and aptitude demonstrated during the interview. We are of the view that hard work should be rewarded efficiently so on achievement of target you will be paid additional incentives

**Official travelling expenses will be covered.**

**Number of Vacancies-**

**Mumbai – 5 (1 Full time and 4 interns)**

**Punjab – 3 (1+2)**

**Indore – 2(1+1)**

**Gujrat – 3 (1+2)**

**Delhi – 2 interns**

**Kolkata – 2 interns**

**Rajasthan – 2(1+1)**

 **Banglore – 3(1+2)**