

Post: Event Executive

Qualifications & Skills required

- Bachelor's degree in PR, Marketing, Hospitality Management or related field is preferred
- Proven experience as event manager
- Skilled in project management
- Knowledge of KPIs and marketing techniques for event management
- Computer savvy; proficient in MS Office
- Outstanding communication and negotiation ability
- Excellent organizational skills
- A knack for problem-solving
- A team player with leadership skills

Job Description

1. Identifying clients' requirements and expectations for each event.
2. Brainstorming and implementing event concepts and themes.
3. Preparing event budgets and processing invoices.
4. Researching and booking venues.
5. Organizing suppliers, caterers, staff, and entertainment.
6. Coordinating all logistical elements of the event.
7. Managing set-up, tear-down, and clean-up operations.
8. Anticipating attendee needs and making preparations against potential risks.
9. Developing post-event reports on the effectiveness of each event.