

POSITION : SENIOR EXECUTIVE, EVENTS MANAGEMENT

Job Responsibilities :

- Perform market research, needs analysis and on site evaluation to propose conference / event theme, topics, agenda, speakers and venue. Present to organising committee for approval. Administer organising committee meeting as per schedule.
- Market and sell conferences to potential delegates and relevant organisations. This includes writing or commissioning of promotional and marketing materials for the events / conferences.
- Source for sponsorship to help increase the revenue and finance the operating costs
- Undertake financial and administrative roles; making sure that budget is well-managed and administrative functions are fully operational i.e. interpreter, secretarial services, collation of delegate lists, coordination of conference necessities (delegate badges, accommodation, exhibition, F&B, course materials, delegates packs, goody bags, speakers' affairs, presentation materials, TQ letter etc.)
- Coordinate post-event activities, such as producing press releases, distributing further documents to delegates, and analysing feedback from speakers and delegates.
- Prepare full report at the end of the events / conferences to include income vs expenses report, feedback analysis, pictorial etc.

Job Requirements :

- Minimum 5 years of working experience in the areas of organizing conferences, events management or project management.
- Possess a Bachelor's Degree (any discipline).
- Excellent interpersonal skills, ability to interact with all walks of life.
- A good business communication skill i.e. email, letters, reports, presentation, etc.
- Excellent organisational skills and attention to detail.
- Time-management skills and the ability to work under pressure.
- Problem-solving skills and diplomacy.
- Strong communication, teamwork and negotiation skills.
- Sales and/or marketing skills.
- Ability to manage budget efficiently.
- Flexibility to adapt to market trends and new approaches in organizing conferences.