

SENIOR EVENT PLANNER

RESPONSIBILITIES:

- Event planning, design and production while managing all project delivery elements within time limits.
- Conduct market research, gather information and finalize the plan.
- Provide feedback and periodic reports to stakeholders.
- Propose ideas to improve event quality.
- Organize facilities and manage all event's details such as decor, catering, entertainment, production, stakeholder, ...
- Specify staff requirements and coordinate their activities.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Conduct pre- and post – event evaluations and report on outcomes.
- Research market, identify event opportunities and generate interest.

REQUIREMENTS:

- **Minimum 2 years' experience** in the same position.
- Proven experience as an events planner or organizer.
- Impressive portfolio of previously managed events (entertainment, sport, meetings, parties, corporate events).
- MS Office proficiency.
- Proven teamwork skills with results-oriented focus.
- Excellent written and oral communication & presentation skills.
- Vietnamese & English speaking preferred.
- Must be effective at multitasking to manage multiple projects independently and have a positive, proactive attitude.
- Must be able to work non-traditional hours.

BENEFITS:

- A competitive remuneration package based on your experience and knowledge.
- A supportive team environment.
- Opportunity for career development.
- Other Benefits such as 13 month's salary, 14 days of annual leave, Xmas day off, yearly salary review, participating in company's activities.
- Salary: Negotiable