

## RESPONSIBILITY

We are looking for a proactive Event Manager to oversee and organize big scale events. You'll ensure projects are successful and cost-effective, paying attention to budget and time constraints.

- Ability to see the "big picture" and meet objectives in all stages from conception to realization
- Identify event opportunities, understand the market, and generate interest
- Create the event proposal from conception to planning.
- Planning the project from timeline to manpower. Track the project timeline and ensure that all tasks are delivered on-time, within scope and within budget.
- Able to propose ideas to improve services and event quality
- Oversee event facilities and manage all event details
- Coordinate with other departments to execute the event as planned.
- Work closely with the Marketing team to ensure the success of the event from ticket sales to promotion with potential partners.
- Handle issues and troubleshooting any emerging problems on the event day
- Conduct pre-and post-event evaluations, reporting on the outcomes
- Offer solutions to resolve problems in a timely manner
- Evaluate event's success and submit reports to management as needed

## Concept proposal/quotation:

- Perform key roles in developing industry-changing proposals and quotations for event creative concepts which differentiates our service;
- Coordinate with the Account team to present and sponsor generation. Provide regular two-way communication between sponsors/partners and team, to provide strong team representation and set proper client expectations;
- Understand clients' businesses and generate new ideas for proposals that meet clients' needs and expectations;
- Lead and take part in brainstorming sessions;

## Project follow-up:

- Development, production and delivery of projects from proposal right up to delivery;
- Delivering events on time, within budget, that meet expectations;
- Leading a team to run the Event. Take responsibility for overall project management and proactively advise clients/other department on the best solutions for a successful project;
- Ensure that all processes and procedures are completed, quality standards are met, and that projects are profitable;

## Others:

- Guide, coach and manage team members to ensure that all the execution process professionally and promptly;
- Build a strong and motivated team. Responsible for the performance and development of the team members;
- Be willing to support other internal projects as required.

### **JOB REQUIREMENTS**

- Graduated from University/ College.
- Minimum 2-3 year hands-on experience at the same position with strong project planning and execution background; 5-7 years working experience in event industry (experienced in Mass scale Sport / Entertainment event is preferable)
- Ability to oversee multiple projects independently
- Super time management
- Critical thinker and problem-solving skills
- Strong team player and leadership skills
- Strong communication & presentation skills in ENG and VNE
- Proficient in MS Office.
- Ability to work under high pressure
- Be an oriented strong and positive leader;
- Punctuality;
- Willing to work overtime/during weekends for job result and quality.