

Senior Event Planning & Management Officer

AsiaWorld-Expo Management Limited

Airport Area

Posted on 20-Jun-23

Job Highlights

Event Planning & Management

Senior Officer

Attractive Package

Job Description

Responsibilities

- Act as primary contact between event organizer and event planning and management team
- Assist in overseeing assigned event and communicate with internal departments and external parties for the operation execution
- Support event planning and ensure successful delivery of all venue services on time with quality and customer satisfaction
- Assist in managing budget planning and monitor event timeline
- Provide support on event planning provisions and general administration support
- Perform any ad hoc assignments as required

Requirements

- Bachelor's degree in Business Administration, Hotel and Hospitality Management, Event Management or related disciplines
- Minimum 2-3 years of relevant working experience
- Good communication and interpersonal skills, well-organized, fast-paced and flexible at work, multi-tasking and able to work under pressure to meet tight timelines
- Strong problem-solving skills, good logical thinking, and able to interpret logistical and technical event requirements
- A team player with proactive, outgoing and cheerful personality, detail and result oriented mindset
- Proficient in MS Office including Word, Excel, PowerPoint and Chinese Word Processing
- Good command of written and spoken English and Chinese, and Mandarin is a plus

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com

Personal data collected will be used for recruitment-related purpose only.

AsiaWorld-Expo Management Limited is an equal opportunities employer.

Qualification : Degree

Years of Experience: 2 years

Job Type : Full Time, Permanent

Company Website : <http://www.asiaworld-expo.com>

Company Overview

AsiaWorld-Expo is a world-class exhibition, convention and events venue offering over 70,000 square metres of rental space. With 10 state-of-the-art, ground-level and column-free halls including the AsiaWorld-Arena - the biggest purpose-built indoor seated entertainment arena in Hong Kong with a maximum capacity of 14,000; the AsiaWorld-Summit - Hong Kong's largest indoor conference and banquet venue that seats 700 to 5,000 persons; and the Runway 11 - the venue's latest conference and function hall for 500 to 3,800 guests, AsiaWorld-Expo is Asia's only column-free, ground-level exhibition, convention and events venue which is fully integrated with the World's Best Airport, Hong Kong International Airport (World Airport Survey by Skytrax).

The complex is located at the centre of an extensive and efficient air, land, and marine transport network which connects Hong Kong to China's Pearl River Delta and the world's business capitals. It is ideally suited to hosting world-class exhibitions, conventions, concerts, sports, and entertainment events.

Benefits & Others:

Dental insurance, Double pay, Life insurance, Medical insurance, Performance bonus, Five-day work week