

Title: Event Manager

Role: Conference Manager

Company: Cairn Energy

Experience Required: 1 to 12 Years

Qualifications: MBA

Salary Range: \$64K-\$87K

Location: Santiago, Chile

Type: Intern

Company Size: 53,944 employees

Posting Date: 2022-10-11

Preference: Female

Contact Person: Julie Johnson

Contact: 343.975.4702x9340

Job Portal: Jobs2Careers

Description: Conference Managers handle the coordination and management of events, planning logistics, budgeting, and ensuring smooth execution.

Responsibilities: Specialize in planning, coordinating speaker sessions, overseeing registration and marketing.

Skills: Event planning, logistics, budget management, vendor coordination, marketing, client relations.

Benefits: Flexible Spending Accounts, Relocation Assistance, Legal Assistance, Recognition Programs, Financial Counseling.

Company Profile: Cairn Energy is involved in Oil & Gas Exploration & Production, based in Edinburgh, Scotland. CEO: Simon Thomson. Website: