

## **If you have a successful career in the Event industry and have always wanted a piece of the action, this is your opportunity.**

We are looking for exceptional people, passionate about our planet, people and policies, who will rise to our standards while bringing their unique perspective to the table. To the right candidate we will not only be offering a competitive salary but also a stake in the company that you are helping to build. How many times have you helped build successful events and realised that you had no share in its true value? This will be your golden opportunity to get your skin in the game.

### **Event Manager (Indonesia)**

We are looking for an event manager with the potential of being promoted to a project manager or country manager. This position demands sales acumen, reasonable event experience, superb relationship-building skills and compelling team dynamics.

The event manager serves as the day-to-day contact for identified potential clients as well as existing clients Supported by an Operations team

### **Your Responsibilities**

The Event Manager is accountable but not limited to:

- The development, planning and overall operational execution of the event(s) assigned. This includes recruiting exhibitors, sponsors, buyers, delegates, speakers, media and event vendors with the support of the Operations team.
- Day-to-day project planning functions, including but not confined to overseeing elements such as marketing contents, attendee management and budget management.
- Where necessary, documentation of operating processes and ensuring adherence to customer compliance processes and regulations.
- Revenue management of projects, including project reconciliation and working with the General Manager and Founders on final program billing and reporting of P&L.

### **You must possess the following:**

1. Min 5 year work experience at an event organizer
2. B2B sales experience is mandatory
3. Project management experience with a new event launch is a plus
4. Excellent time management
5. Organizational skills to manage multiple projects
6. The ability to lead small project teams and run programs (i.e. Virtual/Hybrid) independently
7. The ability to travel when required.

**Preference will be given to those who also have the following:**

An undergraduate degree or higher in a field relevant to the role could help greatly.

Experience in planning meetings, incentives, conventions, conferences and exhibitions.

Experience in managing external partners, suppliers and vendors, sourcing and negotiating contract services.

MICE certifications. (Min 5 years)

Experience in leading/working in a team.

Excellent verbal and written English communication skills.

Chinese, Japanese or Korean is a plus.

Computer literacy in Microsoft Offices, SNS marketing, CAD (or similar)

If you want to own a piece of your future, please apply to [goboundless8@gmail.com](mailto:goboundless8@gmail.com)

**Compensation:** Commensurate with the work experience

**Job location:** Jakarta, Indonesia (Hybrid, Offline & Online)