

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 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

If you want to own a piece of your future, email CV to goboundless8@gmail.com

Job Title: Project Executive

Location: Jakarta, Indonesia (Hybrid)

Job Type: Full-time

Key Responsibilities (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.

Qualifications and Requirements:

- Min 5 year work experience at an event organizer
- B2B sales experience is mandatory
- Project management experience with a new event launch is a plus
- Excellent time management
- Organizational skills to manage multiple projects

- The ability to lead small project teams and run programs (i.e. Virtual/Hybrid) independently
- 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 Indonesian(Bahasa) and English communication skills.
- Proficiency in Bahasa, Chinese, Japanese, Korean, and other language(s) is a plus.
- Computer literacy in Microsoft Offices, Canvas, Adobe AI(or PS).
- Computer literacy in Microsoft Offices, SNS marketing, CAD (or similar)

Compensation: Commensurate with the work experience