



Position: Event Executive

Type: Full Time

Location: 170A Joo Chiat Road

### **About Us:**

We are an award-winning boutique Creative Event and Experiential Marketing agency specialised in sustainable luxury. Our passion lies in creating memorable brand experiences for our diverse range of clients and we are dedicated to delivering flawlessly-executed events with meticulous attention to every detail.

### **Our Mission:**

We take immense pride in every project, striving to make each one a resounding success. We are seeking passionate, resourceful, and self-driven individuals who share our vision to join our dynamic team.

### **Job Description:**

As a key member of our team, reporting to the Event Managers, you will play an integral role in the conceptualisation, design, and execution of premium brand experiences across luxury lifestyle, financial services, fashion, and hospitality sectors.

This role is ideal for a hands-on, creatively driven event professional who is equally comfortable developing strong visual concepts and supporting on-ground event delivery.

### **Responsibilities:**

**Develop Innovative Concepts:** Craft proposals for luxury events and experiences, creating mood boards, visual proposals, and storyboards to present to clients.

**Vendor Coordination:** Work closely with third-party partners and vendors to ensure high-quality production of creative materials.

**Manage Timelines:** Oversee the setup, execution, and teardown of events, ensuring seamless integration of all elements.

**Troubleshooting:** Address any challenges that arise during events to ensure a smooth experience.



**Social Media Management:** Update and maintain the company's social media platforms and website during less busy periods.

**Ad-hoc Duties:** Undertake any other related duties as assigned.

**Requirements:**

- This position is open to Singaporean or Permanent Residents of Singapore only.
- Diploma or Degree in Design, Event Management, Marketing, Communications, or a related discipline
- Proven experience in event planning and execution, preferably within an agency environment
- Strong portfolio demonstrating event concepts, creative design, and execution experience
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign); AutoCAD and SketchUp are an advantage
- Strong visual sensibility with excellent attention to detail
- Highly organised with strong time management and multitasking abilities
- Clear and confident written and verbal communication skills
- Proactive, resourceful, and solutions-oriented mindset
- Ability to work independently while collaborating effectively within a team
- Comfortable working in a dynamic, fast-paced environment
- Willingness to work evenings, weekends, and travel as required for events

**How to Apply:**

To apply for this position, please send your resume and reference letter(s) to [widelia@pernicketyevents.com](mailto:widelia@pernicketyevents.com). We regret that only shortlisted candidates will be notified.