



**Position:** Event Manager

**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, you will play a pivotal role in developing and executing events across various industries, focusing on luxury lifestyle brands, financial institutions, fashion, and hospitality. We are looking for a talented and versatile Event Manager with a strong emphasis on event planning and execution, client servicing and creative conceptualisation.

**Responsibilities:**

**Account Servicing:** Key liaison between client, events team, designers, and 3rd party vendors leading up to the event, ensuring that both clients and event requirements are met. Ensure client satisfaction through quality, value-added services, and solutions.

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

**Vendor Management:** Work closely with printers and other vendors to ensure high-quality production of creative materials.

**Event Coordination:** Collaborate with venue management, caterers, decorators, and other vendors to ensure smooth event execution.

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



**Administrative:** Management of budget sheets ensuring costs are kept low and within budget, invoicing documents are filled, application of licences, permits, insurances and related documents are made through relevant authorities and insurers.

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

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

**Requirements:**

- This position is open to Singaporean or Permanent Residents of Singapore only.
- A Degree in Marketing, Communications, Event Management or a related field.
- Proven experience in event planning and management, with a strong portfolio of past events (minimum 5-6 years for Managerial Role).
- Excellent creative and sensitivity to aesthetics with a keen eye for detail.
- Strong organisational and time management skills with the ability to multitask, prioritise tasks, and meet deadlines.
- Excellent written and verbal communication skills.
- Positive attitude, resourceful nature, and excellent problem-solving capabilities.
- A team player with strong interpersonal skills, proactive, and able to work independently in a fast-paced environment.
- Successful track record of project management while managing multiple proposals and events ongoing
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign); AutoCAD and SketchUp are a bonus.
- Flexibility to work evenings and weekends as needed 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.