

JOB DESCRIPTION

Job Title	Events Coordinator	Reports to	Soft Service Manager
Works closely with	FM Operations Manager, FM team	Supervises	NA
Department		Working Day/ Hours	Based on site specific

- Planning, coordinating and executing company events.
- Produce detailed proposals for events (timelines, venues, suppliers, legal obligations, staffing and budgets).
- Manage and coordinate suppliers and all event logistics (for example, venue, catering, travel).
- Itinerary planning, reservations and booking.
- Oversee project timelines.
- Provide on site support for events.
- Monitor event activities to ensure the client and event attendees are satisfied.
- Generate and collate invoices for payment to vendors.
- Administrative work will be expected.
- Any other adhoc duties assigned by superior.

Knowledge, Skill and Abilities Required

- Minimum a Diploma Events Coordinator or its equivalent
- A proven background in the field of events or similar related discipline
- Working knowledge of the statutory requirements
- Computer literate in Microsoft Office and Access
- Excellent time management and teamwork skills
- Commitment to continuous improvement and best practice
- Excellent grooming and personal hygiene standards
- Self motivated and lateral thinking
- Languages: English Fluent. Bilingual will be advantageous.

Please note that this job description is subject to change dependent on the overall workload of the department.

I acknowledge that I have received, read and sought clarifications of any questions I have about the content of this job description

Acknowledged by :

Name : _____

Signature : _____