

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 perspectives 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 realized that you had no share in their true value? This will be your golden opportunity to get your skin in the game.

Job Title: Event Executive

Location: Jakarta, Indonesia (Hybrid)

Job Type: Full-time

Key Responsibilities:

- Act as the day-to-day contact for identified potential clients and existing clients.
- Promote events and create marketing content for digital marketing campaigns with the Marketing team, under the supervision of the Project Manager.
- Recruit exhibitors, sponsors, media partners, community partners, and event promoters with the support of the Operations team.
- Oversee project planning functions, including marketing content, attendee management, and budget management.
- Document operating processes and ensure adherence to customer compliance processes and regulations.

You must possess the following:

- Inherent ability to work seamlessly under pressure while adapting to ever-changing scenarios.
- Proven problem-solving capabilities - anticipating, initiating, and resolving issues.
- Meticulous attention to details.
- Sales experience is a plus.
- Excellent time management.
- Organizational skills to manage multiple projects.
- Ability to lead small project teams and run programs independently (i.e., Virtual/Hybrid).
- 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.
- 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

Compensation: Commensurate with the work experience