

JOB DESCRIPTION

EVENT TEAM

Position Title: Event Coordinator

Full Name:

Department: Marketing Department

Report to: Event Manager

Supervises: N/A

I. Job Purpose

The ideal candidate will work closely with the Event Supervisor and Event Manager to assist in the planning and execution of events hosted by VIL, VCP, or BODs. This role requires meticulous attention to detail and strong organizational skills to ensure the seamless coordination of logistics and operations. You will support various aspects of event management, contributing to the overall success of our events.

II. Key Duties and Responsibilities

- Assist the Event Supervisor and Event Manager in coordinating and executing corporate events, brand activations, private events, concerts, holiday décor, and seasonal shows.
- Support the development of event timelines, budgets, and proposals under the guidance of the Event Supervisor and Event Manager.
- Liaise with vendors, suppliers, and internal teams to ensure timely delivery of event-related materials and services.
- Assist in venue selection, setup, and logistics, including coordinating with facilities management and ensuring compliance with health and safety regulations.
- Support attendee registration, guest list management, and communication leading up to and during events.
- Provide on-site support during events, including setup, breakdown, and troubleshooting of any logistical issues.
- Assist with post-event activities, including gathering feedback, compiling event data, and assisting with post-event evaluations.
- Maintain accurate records and documentation related to event planning and execution.
- Stay informed about industry trends and best practices in event management, contributing innovative ideas and solutions to enhance event offerings.
- Prepare report for line manager.

III. Requirement

- Bachelor's degree in Event Management, Hospitality, Marketing, or related field preferred.
- Fresh graduate or equipped with previous experience (2 years) in event coordination or related roles, preferably in the retail or entertainment industry.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and external partners.
- Detail-oriented with a proactive approach to problem-solving.

- Ability to work efficiently under pressure and adapt to changing priorities in a fast-paced environment.
- Proficiency in Microsoft Office suite and event management software/tools is a plus.

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