Our company is searching for experienced candidates for the position of event executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for event executive

- Liaising with internal departments including operations, marketing, logistics & sponsorship to ensure contractual obligations are met within online Participant Services platforms, and on all participant collateral (eg
- Manage sales for allocated territory/Naturejobs Career Expos – exhibition space and sponsorship opportunities
- Contact national and international companies, universities and other scientific employers to generate exhibition and sponsorship sales
- Visit clients on a regular basis – academic, public sector universities and private sector organisations in the scientific arena advertising agencies
- Identify new advertising clients and work with line manager on sales strategy
- Work closely with other members of the global classified advertising team to identify and target new clients
- Work with regional national scientific organisations to promote the events and attract high delegate numbers
- Attend relevant scientific meetings, trade shows and industry events
- Upkeep of all on-going sales activities in CRM and be able to provide clear revenue figures and sales forecasts to management on a weekly basis
- Close contact with clients post sale and managing organisational aspects of the event including website content

Qualifications for event executive

- Degree graduate in Hotel and Tourism Management preferred
- 2-3 years of related working experience in Event Management
- Good communication skills in English and Putonghua
- Able to be multi-task
- High-school diploma to degree, vocational diploma in sales and marketing, hospitality studies, food & beverage, or equivalent