



# Example of Event Executive Job Description

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Our innovative and growing company is hiring for an event executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for event executive

- Understand where we can provide additional value and support for Stallholders
- Maintaining APAC Event calendars, recaps and photos
- To process delegate registrations, ensure all contracts are inputted into ESOP (Electronic Sales Order Processing System) and update the Routes website with new attending companies
- To input delegate contact details and event registration information into the database (Maximizer) in an accurate and timely manner
- To assist in maintaining and updating the database – duplications, dead companies, returned mail and in conjunction with the SESE run monthly state of the data reports and provide to GMM
- To assist with the visa invitation letter procedure for some events and maintain a good working relationship with the host
- To assist with the 'Keep on Board' process for the Routes events
- To ensure all vital and relevant information is sent to registered delegates pre-event through email communication (confirmation emails and HTML Campaign Manager via Maximizer)
- To audit Maximizer with the sales team and accounts regularly
- To reconcile and analyse delegate figures pre-event and distribute to the wider team on a weekly basis

## Qualifications for event executive

- Assist in identifying win win cross marketing & partnership deals
- Expected to eventually lead marketing projects and be the supervising officer to the EO on the ground
- Responsible to ensure City Marketing Strategy & Ops documentation, reports and plans are up-to-date, accurate and readily available at all times for senior leaders within the organization
- Fluent in Bahasa Indonesia, Chinese, and Javanese would be a strong advantage