

Event Planner & Organizer Manager

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Company: Talentvis

Location: Thailand

Category: other-general

Responsibilities liaise with clients to find out their exact event requirements detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets) research venues, suppliers and contractors, then negotiate prices and hire manage and coordinate suppliers and all event logistics (for example, venue, catering, travel) liaise with sales and marketing teams to publicise and promote the event manage all pre-event planning, organising guest speakers and delegate packs coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget manage a team of staff, giving full briefings organise facilities for car parking, traffic control, security, first aid, hospitality and the media make sure that insurance, legal, health and safety obligations are followed oversee the dismantling and removal of the event and clear the venue efficiently produce post-event evaluation to inform future events research opportunities for new clients and events.

Skills You'll need to have: organisational skills and attention to detail communication and interpersonal skills negotiation skills when looking for the best price from venues, suppliers and contractor time-management skills and the ability to work under pressure to ensure the efficient running of an event project management experience problem-solving skills and diplomacy sales and marketing skills to promote the event and attract sponsorship the ability to manage budgets a flexible, target-driven, proactive approach self-motivation and enthusiasm.

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