

Special Project Executive (Event)

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Company: Bangkok Post

Location: Thailand

Category: other-general

Job description

Be responsible for special project assigned.

Develop event concept and plan.

Calculate budgets and adjust when necessary.

Events coordination: assist with logistics, prepare & organise materials, vendors & suppliers.

Coordinate and monitor event timelines and ensure deadlines are met.

Publications support: assist with design and production of media, press releases, and other publications.

Prepare agendas, assemble materials & help prepare presentations.

Assist with managing on-site production.

Aggressively gather information on each project to achieve quality event productions.

Conduct research, make site visits, find resources, create & revise event campaign for each event.

Others as assigned.

Qualification

Bachelor's degree in Marketing or related fields.

3 years of experiences in the similar role.

Be good in computer skills such as Office and related programs.

Good in presentation and negotiation skills.

Able to communicate in English.

Good knowledge in Marketing especially Event Marketing

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