THE PENINSULA

Director of Events Management

Led and organize exceptional events

Job Information

Hiring Company

The Peninsula Tokyo

Job ID

1559711

Industry

Hotel

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Keiyo Line, Hachoubori Station

Salary

10 million yen ~ Negotiable, based on experience

Refreshed

September 29th, 2025 13:13

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Your organisation skills, business acumen and upselling initiative drive our events and bridal management revenue forward.
- $\bullet\,$ Opportunity to be part of exciting and exceptional events and bridal management. $_\circ$
- Report directly to Director of Sales and Marketing

Key accountabilities

- Mentors and develops team members to consistently achieve performance targets, foster personal growth, and excel
 in key performance metrics.
- Develop event and banquet sales strategy, promotions, activities, and budget as required to support the DOSM in preparing the annual marketing plan and budget.
- Responsible for developing and implementing event fairs, banquet showcases and more.
- Oversee the banquet, event and event set-up and ensure Peninsula standards therein.
- Responsible for handling contracts and managing event and banquet contracted vendors wedding costumes, florist, linen, audio-visual, entertainment, printing, beauty salon, photographer and more.
- Tracks and monitors the productivity of each events sales staff and provide guidance as required. Update DOSM on a
 weekly basis.
- Review and comment on monthly sales profit and loss report (P&L).
- Participate in daily morning hotel and division briefings, monthly sales and marketing department head meeting, monthly hotel department head meetings and bridal meetings with outsourcing company.

Requirements

- 7+ years of all rounded event and bridal management experiences.
- Experience in managing wide range of events types from planning, arranging and start to end.
- People management experinces and ability to work with people from diverse background.
- Able to organize tasks and plan event handling withing the events team, to ensure smooth operation and priorities among clients and timing.
- Fluency in English. Japanese language is strongly advantage

Company Description