



CR/096779 | Program Coordinator

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582399

Industry

Digital Marketing

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

This role ensures the best speakers and subject-matter experts are aligned to customer sessions across APAC. You'll manage a large speaker community, and act as the link between speakers, program managers, and business account teams. It's a hands-on coordination role requiring strong organization, communication, and attention to detail.

This is 18 months agency contract role.

JOB RESPONSIBILITIES

Speaker Fulfillment:

- Match speakers to sessions based on expertise and business goals.

- Handle executive, specialized, and urgent speaker requests.
- Manage speaker expectations, readiness, and contingency plans.
- Ensure speakers are prepared with content and logistics.
- Resolve speaker gaps before deadlines and manage escalations.
- Provide live-day support during customer engagements.

Speaker Program Management:

- Onboard new speakers and guide them through readiness steps.
- Maintain accurate speaker profiles and regional visibility.
- Track program health using internal dashboards and tools.
- Coordinate speaker training and development logistics.
- Maintain a motivated and engaged speaker community.

JOB REQUIREMENTS

- At least 2 years of experience in event coordination, stakeholder engagement, or similar roles across APAC.
- Experience organizing events and understanding how to design compelling attendee experiences.
- Project management skills with the ability to manage multiple moving parts.
- Marketing-related skills—including driving participation, managing event communications, and crafting strong internal/external email copy.
- Strong communication skills across diverse audiences and stakeholders.
- Proficiency in PowerPoint, Excel, and managing dashboards or content repositories.
- Thrives in dynamic, fast-paced settings.
- Experience in large-scale tech or enterprise environments is good to have.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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Company Description

