



PR/095770 | Senior Conference Producer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1586547

Industry

Other

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

Negotiable, based on experience

Refreshed

April 14th, 2026 10:32

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi, Vietnam

Company and Job Overview

A global event organisation delivering large-scale international conferences and exhibitions that connect senior stakeholders and drive industry-wide collaboration.

Job Responsibilities

- Research industry trends and develop high-quality conference content for executive-level audiences.
- Design event agendas, themes, and session structures aligned with market needs.

- Identify, approach, and manage relationships with speakers, moderators, and content partners.
- Coordinate closely with sales, marketing, and operations teams to ensure event success.
- Oversee the full conference lifecycle, from concept development to on-site delivery.
- Support commercial activities by contributing to sponsor, partner, and delegate engagement when required.
- Track project progress and provide regular updates to senior stakeholders.
- Attend industry events to expand networks and gather market intelligence.

Job Requirements

- 5–7+ years of experience in conference production, event management, or B2B content roles.
- Proven background in developing agendas and working with senior-level stakeholders.
- Strong research, analytical, and content development capabilities.
- Confident communicator with a professional and collaborative working style.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Independent, well-organized, and solution-oriented mindset.
- Experience in the education sector is a strong advantage.
- Willingness to travel domestically and internationally as part of the role.

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Company Description