

PR/095770 | Senior Conference Producer

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1599128

Industry
Other

Job Type
Permanent Full-time

Location
United Arab Emirates

Salary
Negotiable, based on experience

Refreshed
November 1st, 2026 02:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

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.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description