



PR/095803 | [Services] Event Operations Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599134

Industry

Other

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:02

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

Location: Hanoi, Vietnam

Company Overview

A global-standard event organization operating internationally, delivering complex, high-impact events across multiple markets.

Job Responsibilities

- Support the planning and execution of event operations, particularly during on-site delivery.
- Coordinate logistics such as event setup, staffing, registration, technical arrangements, suppliers, and venue requirements.

- Liaise with internal teams and external partners including vendors, venues, and service providers.
- Assist with on-site coordination during live events and respond promptly to operational issues.
- Ensure operational activities follow agreed procedures, safety guidelines, and quality standards.
- Support budget tracking, resource allocation, and basic cost control where required.
- Assist with post-event reporting and provide operational feedback for continuous improvement.
- Travel domestically and internationally when required by project scope.

Job Requirements

- Proven hands-on experience in event operations, ideally with minimum 3 years of exposure to large-scale or international events.
- Strong planning, coordination, and time-management capabilities.
- Ability to perform well under pressure in fast-paced, deadline-driven environments.
- Effective communication and collaboration skills; comfortable working with overseas partners.
- Proficiency in English for professional communication.

Benefits

- Attractive salary and comprehensive benefits package, commensurate with experience and performance.
- Opportunity to work in an international, professional, and multicultural environment.
- Direct involvement in high-profile, large-scale event projects with regional and global exposure.
- Clear pathways for skill development, career growth, and advancement within the event industry.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

Company Description