



PR/095815 | [Services] Event Operations Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599139

Industry

Other

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

Negotiable, based on experience

Refreshed

July 12th, 2026 05:00

General Requirements

Minimum Experience Level

Over 6 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 Overview

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

Job Responsibilities

- Lead the end-to-end operational planning and execution of large-scale events, including conferences, exhibitions, festivals, brand activations, and major entertainment or sports events.

- Develop and manage detailed operational plans covering staffing, schedules, logistics, technical production, suppliers, and venue coordination.
- Work closely with internal teams and external partners such as production houses, technical crews, vendors, venues, and agencies to ensure seamless collaboration.
- Take full ownership of on-site operations, ensuring smooth event delivery and promptly addressing and resolving any issues that arise.
- Ensure all operational activities comply with established procedures, safety regulations, and quality standards.
- Manage and track operational budgets, maintaining cost control while optimizing resources and efficiency.
- Oversee supplier performance and ensure all deliverables meet contractual and quality expectations.
- Prepare comprehensive post-event reports, evaluate operational performance, and recommend improvements for future events.
- Travel domestically and internationally as required by project scope and event requirements.

Job Requirements

- Proven hands-on experience in event operations, ideally with 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 is a strong advantage.

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.

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Company Description