


# PR/096217 | Head of Operation

## Job Information

**Recruiter**
JAC Recruitment Vietnam Co., Ltd

**Job ID**
1611281

**Industry**
Other

**Job Type**
Permanent Full-time

**Location**
Vietnam

**Salary**
Negotiable, based on experience

**Refreshed**
November 3rd, 2026 11:00

## General Requirements

**Minimum Experience Level**
Over 6 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**

- Lead the operational planning and execution of multiple exhibitions, conferences, and industry events from preparation stage through post-event evaluation.
- Oversee and develop the operations team, including permanent staff, contractors, and temporary resources, ensuring efficient workforce allocation across projects.
- Establish operational strategies, standards, and procedures to enhance event quality, consistency, and overall efficiency.
- Collaborate closely with senior leadership, internal departments, venue partners, and external stakeholders to achieve business and event objectives.
- Take ownership of supplier sourcing, tender management, contract negotiation, and service performance evaluation.
- Conduct venue assessments, operational feasibility reviews, and risk analysis for existing and future events.
- Manage event operations budgets, monitor expenditures, drive cost optimization initiatives, and contribute to profitability targets.
- Ensure procurement activities follow transparent and commercially effective practices while maintaining quality standards.
- Drive compliance with local health, safety, and risk management regulations, implementing required event safety processes and documentation.
- Direct all operational and logistical aspects of event delivery, including venue coordination, exhibition build-up and dismantling, security, freight, floor plans, production elements, contractor management, and attendee experience.
- Oversee sponsorship fulfillment and coordinate with commercial teams to ensure agreed deliverables are executed successfully.
- Monitor project timelines, milestones, and deliverables to ensure projects remain on schedule and within scope.
- Support the creation of exhibitor guidelines, operational manuals, and event-related communications.
- Identify innovative solutions, technologies, and operational improvements that enhance event quality while controlling costs.
- Lead regular planning meetings with stakeholders and suppliers, ensuring clear communication and timely follow-up on action items.
- Review event outcomes, measure operational performance, and implement continuous improvement initiatives for future projects.

**Job Requirements**

- Minimum 6 years of experience in operations management for large-scale exhibitions, trade shows, conferences, or related events.
- Strong understanding of event operations, logistics management, and health & safety practices.
- Proven track record in budget ownership, cost control, commercial negotiations, and delivering projects within financial targets.
- Solid experience in vendor management, procurement processes, tendering activities, and contract administration.
- Demonstrated leadership experience with the ability to build, coach, and manage high-performing teams.
- Strong stakeholder management skills with confidence engaging senior executives, industry partners, and external organizations.
- Excellent organizational skills with the ability to manage multiple projects simultaneously in a fast-paced environment.
- Strong analytical thinking, problem-solving capability, and attention to detail.
- Ability to remain composed under pressure and adapt quickly to changing business needs.
- Effective presentation, communication, and interpersonal skills.
- Proficiency in Microsoft Office applications, including Excel, PowerPoint, Word, and Outlook.

- Fluent communication skills in both Vietnamese and English.
- Experience with project management platforms such as Monday.com or Smartsheet is advantageous.
- Professional certification related to occupational health and safety is preferred.
- Familiarity with AutoCAD or similar design software would be an advantage

**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.

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## Company Description