



CR/096779 | Program Coordinator

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1582399

業種

デジタルマーケティング

雇用形態

契約

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年05月26日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

This role ensures the best speakers and subject-matter experts are aligned to customer sessions across APAC. You'll manage a large speaker community, and act as the link between speakers, program managers, and business account teams. It's a hands-on coordination role requiring strong organization, communication, and attention to detail.

This is 18 months agency contract role.

JOB RESPONSIBILITIES

Speaker Fulfillment:

- Match speakers to sessions based on expertise and business goals.

- Handle executive, specialized, and urgent speaker requests.
- Manage speaker expectations, readiness, and contingency plans.
- Ensure speakers are prepared with content and logistics.
- Resolve speaker gaps before deadlines and manage escalations.
- Provide live-day support during customer engagements.

Speaker Program Management:

- Onboard new speakers and guide them through readiness steps.
- Maintain accurate speaker profiles and regional visibility.
- Track program health using internal dashboards and tools.
- Coordinate speaker training and development logistics.
- Maintain a motivated and engaged speaker community.

JOB REQUIREMENTS

- At least 2 years of experience in event coordination, stakeholder engagement, or similar roles across APAC.
- Experience organizing events and understanding how to design compelling attendee experiences.
- Project management skills with the ability to manage multiple moving parts.
- Marketing-related skills—including driving participation, managing event communications, and crafting strong internal/external email copy.
- Strong communication skills across diverse audiences and stakeholders.
- Proficiency in PowerPoint, Excel, and managing dashboards or content repositories.
- Thrives in dynamic, fast-paced settings.
- Experience in large-scale tech or enterprise environments is good to have.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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