

PR/095770 | Senior Conference Producer

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1599128

業種
その他

雇用形態
正社員

勤務地
UAE

給与
経験考慮の上、応相談

更新日
2026年11月01日 02:00

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
流暢レベル

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

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

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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会社説明