



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06月26日 11:02

#### 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

#### 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