



PR/095803 | [Services] Event Operations Executive

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1599134

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

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

Location: Hanoi, Vietnam

Company Overview

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

Job Responsibilities

- Support the planning and execution of event operations, particularly during on-site delivery.
- Coordinate logistics such as event setup, staffing, registration, technical arrangements, suppliers, and venue requirements.

- Liaise with internal teams and external partners including vendors, venues, and service providers.
- Assist with on-site coordination during live events and respond promptly to operational issues.
- Ensure operational activities follow agreed procedures, safety guidelines, and quality standards.
- Support budget tracking, resource allocation, and basic cost control where required.
- Assist with post-event reporting and provide operational feedback for continuous improvement.
- Travel domestically and internationally when required by project scope.

Job Requirements

- Proven hands-on experience in event operations, ideally with minimum 3 years of 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.

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.

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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

会社説明