

PR/096217 | Head of Operation

募集職種

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

求人ID
1611281

業種
その他

雇用形態
正社員

勤務地
ベトナム

給与
経験考慮の上、応相談

更新日
2026年11月03日 11:00

応募必要条件

職務経験
6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

- 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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会社説明