EVENTS MANAGER, ASIA

**Summary**

**The Events Manager, Asia** is responsible for the planning and delivery of EO events throughout North and South East Asia, including the coordination of event budgets, registrations, and contract compliance.

Responsibilities will focus on planning and managing of all APAC Regional Events and Presidents Meeting. Other responsibilities also include supporting multi-chapter events and global events (when required)

**Regional Events Management**

1. Planning, executing and onsite management of Regional Events in APAC including :
2. Asia Moderators’ Summit
3. Asia Bridge Forums
4. Asia Bridge Campus
5. Discover China Series of events
6. Asia GSEA Competition
7. Any other regional events
8. Working with event working committee, member lead , events company and other staff (if any) to set event genre (eg : experiential learning event, classroom learning event, motivational learning event etc)
9. Liaising with member lead and designers to create a brand for the event
10. Liaising with members, facilitators and APAC Chapter Managers to ascertain precise event requirements aligned with event genre
11. Source for and put together a detailed proposal for events requirements (with suppliers, hotel, staffing, F&B, budget, venue and location)
12. Setting up, Listing and Managing online event registration
13. Pre event on-site inspections
14. Manage registration process onsite including onsite registration, welcome packs, name tags, event schedule prints
15. Collect and coordinate all travel itineraries, hotel arrangements and expense reimbursements for event participants (as required)
16. Manpower planning and managing staff responsible in running the events onsite
17. Coordinating venue management, caterers, standees and banners, contractors and equipment hire, car park facilities, traffic control and safety requirements of the event onsite
18. Planning room layouts and the entertainment programme
19. Preparing delegate packs, tags and onsite writing materials
20. Coordinating suppliers, handling members queries and troubleshooting on event days to ensure that all runs smoothly
21. Lead onsite as the Event Lead, AV lead, F&B Lead, Transportation Lead, Offsites Lead
22. Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).
23. Post event budgeting for event
24. Coordinate Regional Event calendar in APAC to ensure events do not overlap or conflict so that we can offer appropriate staffing
25. Event Voucher Management - track APAC members who redeem vouchers for approved Regional Events, check eligibility and cross check with master voucher list, work with Finance team to ensure members are paid the $500 rebate post event, maintain list of all members who have redeemed vouchers
26. Develop process management guide and resource centre for managing Regional Events, Multi-Chapter Events and Presidents Meeting

**APAC Presidents Meeting**

Serve as event staff lead for planning and execution of Presidents Meetings and Regional Council In person Meetings

Working with the Host Chapter Working committee and Member Leaders, RD, Facilitators and APAC Director,

1. Research, Source for and recommend hotel venues, dinner venues, entertainment programmes and offsites (if required) for the event
2. Coordinate all meeting set-up, F&B, A/V and room block details with contracted hotels, dinner venues and off-site social events related to event, and all transportation for any off-property function during the event.
3. Collect and coordinate all travel itineraries, hotel arrangements and expense reimbursements for all Council members, Presidents and Elects
4. Manage pre-event registration process online
5. Manage registration process onsite including onsite registration, welcome packs, name tags, event schedule prints
6. Manpower planning for event execution onsite and providing direction pertaining to event execution and staff duties onsite
7. Function on-site as Registration Lead, F&B Lead, A/V Lead, Transportation Lead, and Off-Sites Lead as needed

**Multi- Chapter Events**

1. Assist working committee and member lead in promotion and marketing of multi-chapter events in bi-weekly global updates, Octane magazine, regional newsletter, APAC website and social media platforms
2. Liaise between host chapter & working committee, global Board and APAC RC for registration, RC travel itineraries, transportation and meals requirements
3. Assist with setting up registration online if required
4. Assist on-site (if required)

**Global Events Support**

1. To be part of the working committee with global events team in managing global events that are hosted by APAC chapters
2. Support the global events team in understanding Culture, F&B, Hotel contracting, Offsite processes and requirements in APAC
3. Lead in keeping the APAC team up to date on event planning for global events hosted by APAC chapters
4. Serve as the APAC contact point between with host chapter member leaders/ chapter officers and global events team
5. Other duties as assigned by the global events team
6. Onsite events assistance (as required)

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| **Education and/or Experience:**  **Required:**  Bachelor's degree from a recognised University  Minimum of 4-5 years of event planning and operating experience with 2 years in Managerial capacity  Experience managing difference genres of events eg : Experiential events, meetings, conferences, small scale events, government protocol type events, competitions, fund raising events, business dinners  Experience Managing Program budgets and coordinating with other departments  Experience working in a multi-culture organization  Exceptional communications skills both internally and externally  Exceptional customer service  **Preferred Continuing Education:**  Masters’ Degree  Membership in either PCMA, ASAE, ASTD or other appropriate professional development organization  MPI (Meeting Planners International) membership  Computer software skills training  Personal development training  **Other Skills and Abilities:**  In addition to the above, the following may also be required of the successful candidate:  Event Management Skills  Strategic Planning Skills  Customer Service Skills  Communication Skills  Time management skills  Excellent organizational skills  Excellent attention to detail  The use of good judgment and good interpersonal communication skills  Well developed analytical and problem solving skills  Works harmoniously and effectively with others as part of a team  A self-starter who desires to show ownership and commitment to the job  Exercises confidentiality and discretion |
| **Language Skills:** Ability to read, write and comprehend instructions, correspondence and memos. Ability to communicate effectively both orally and in writing members, staff, managers, clients, and the public. Ability to understand oral instructions and to ask for clarification when necessary. |
| **Mathematical Skills:** Ability to add, subtract, multiply and divide all units of measure using whole numbers and calculate figures and amounts such as fractions, decimals, percentages, proportions and ratios to practical situations. |
| **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written and/or oral form. |
| **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties.  While performing the duties of this job, the employee is regularly required to sit, walk, talk, and hear. The employee is frequently required to use hands to finger, handle and feel objects, tools, and controls. The employee is occasionally required to stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, and crawl. Required to occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, peripheral vision and abilities to adjust focus to read and type documents on a computer screen.  Additional hours may be required during periods of heavy workload. Flexibility is required in the daily work schedule to accommodate lawyer and general Firm requirements. |
| **Work Environment:** The work environment characteristics described here represent those an employee encounters while performing the Essential Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties.  The employee is normally required to work in a high-rise building equipped with elevators in an environment where the noise level is usually moderate.  May be assigned to an internal work space without windows to the outside, located in close proximity to other office personnel.  Professional workplace where business and business casual attire is required.  Ability to work in a fast pace and high pressure environment. |