

Job Title : Manager, Event Management

OVERALL PURPOSE:

- ◆ Responsible for planning, managing, organizing, and executing various marketing events for the bank including the set ups at events by Vattanac Group of companies. Supervise and improve the production quality of all materials and coordinate with relevant stakeholders to ensure a successful event.

RESPONSIBILITIES:

- ◆ Plan, organize and execute bank events, activities, sponsorships, activations and product launches
- ◆ Work closely with internal and external stakeholders to coordinate and ensure events are delivered up to standard and achieve our key objectives of branding presence and account openings for both customers and merchants
- ◆ Develop event concepts, themes, mechanics and schedules for the team while coordinating the production, transportation and timely set up of the bank's booth
- ◆ Manage event budgets, reports, stocks, approvals and discussions to ensure maximum results from each events organized or participated by the bank
- ◆ Evaluate and improve the quality and consistency of our branding, set up and props by suggesting better ways to produce, store and transport relevant assets
- ◆ Create best practices, keep up to date on latest event trends and support the Marketing team on other related duties

QUALIFICATIONS REQUIREMENTS:

- ◆ Bachelor's degree in Marketing, Operations, Business Administration, or related fields is a plus
- ◆ 5+ years of experience in event management, marketing operations or related fields
- ◆ Excellent management and coordinating skills with the ability to execute projects at a high standard and quality
- ◆ Good creativity, innovation and attention to detail
- ◆ Good written and spoken language in Khmer and English
- ◆ Good communications and teamwork skills
- ◆ Able to drive a car or pickup truck is a plus

Contact Info:

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