

If you have a successful career in the Event Industry and have always wanted a piece of the action, this is your opportunity.

We are seeking a dynamic and results-driven Project Manager to join our vibrant team in the events and exhibition industry. The successful candidate will be responsible for driving sales and marketing efforts to promote and sell our company's events and exhibitions. This role involves a combination of strategic planning, relationship building, and creative marketing to ensure the success of our events.

Job Title: Project Manager

Location: Bangkok, Thailand (Hybrid)

Job Type: Full-time

Key Responsibilities:

1. Sales:

- Identify and target potential clients and sponsors for participation in events and exhibitions.
- Develop and maintain strong relationships with clients, understanding their needs and providing tailored event solutions.
- Achieve and exceed sales targets through proactive outreach, effective negotiation, and closing deals.
- Collaborate with the sales team to create compelling sales pitches and presentations.

2. Marketing:

- Develop and execute comprehensive marketing strategies to promote events and exhibitions.
- Create engaging content for promotional materials, including brochures, press releases, and social media campaigns.

- Utilize various digital marketing channels, including social media, email, and online advertising, to maximize reach and impact.
- Monitor and analyze marketing performance metrics to optimize campaigns and ROI.
- Collaborate with design and content teams to ensure the production of high-quality marketing materials.

3. Event Planning and Coordination:

- Create and assist in budgeting to ensure effective resources allocation.
- Work closely with the operations team to ensure seamless execution of events.
- Assist in planning and organizing promotional activities to enhance event visibility.
- Coordinate with sponsors, exhibitors, and vendors to ensure their needs are met and expectations are exceeded.

4. Market Research:

- Stay informed about industry trends, competitor activities, and market dynamics.
- Conduct market research to identify new opportunities and areas for growth.

5. Reporting:

- Generate regular reports on sales and marketing performance, providing insights and recommendations for improvement.

Qualifications and Requirements:

- At least hold a bachelor's degree in Marketing, Business, or a related field.
- Proven experience in sales and marketing, preferably in the events or exhibition industry.
- The ability to travel when required.

- Excellent communication skills in both Indonesian (Bahasa) and English.
- Ability to work independently and collaboratively within a team.
- Excellent organizational and time management skills.
- Creative thinking and problem-solving abilities.
- Familiarity with CRM systems and marketing tools.

Preference will be given to those who also have:

- An undergraduate degree or higher in a field relevant to the role.
- Experience in planning meetings, incentives, concerts, festivals and performance events.
- Experience in managing external partners, suppliers, and vendors, sourcing and negotiating contract services.
- Experience in leading/working in a team.
- Excellent verbal and written Indonesian(Bahasa) and English communication skills.
- Proficiency in Bahasa, Chinese, Japanese, Korean, and other language(s) is a plus.
- Computer literacy in Microsoft Offices, Canvas, Adobe AI(or PS).

Compensation: Commensurate with the work experience plus a performance bonus