

## **OIC INTERNATIONAL BUSINESS CENTRE SDN BHD**

### **POSITION: EVENT EXECUTIVE**

#### **Job Responsibilities:**

- Assist in planning and organizing events.
- Research on exhibitors, trade buyers, sponsors, speakers, panelists, moderators.
- Coordinate with marketing department to promote the event.
- Liaise with clients and designers to create a brand for the event.
- On-site hands on experience in managing Exhibitions & Conferences.
- Post-event evaluation & report.

#### **Requirements:**

- Candidate must possess at least a Bachelor's Degree/ Diploma in any related discipline.
- Those without qualification but with relevant working experience in event management of Exhibitions and Conferences are encouraged to apply.
- Minimum of 2 years' experience in a similar role is essential.
- Excellent communication skills in English and Bahasa Malaysia.
- Ability to communicate in any other languages would be advantageous.
- Able to perform under pressure and in a fast paced environment and meet strict deadlines.
- **Priority given to candidate who can starts work immediately**

#### **Skills:**

- Personable character
- Strong negotiator
- Confident communication and presenter
- Ambition and determination to succeed
- Dedication and commitment to achieve results
- Proactive approach to work
- Team player
- Persuasive and articulate