

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-889-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Corporate Events Manager
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business
Degree	Marketing / Advertising
Years of Experience	6 to 10 years
Location	Kuwait
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Description</p> <ul style="list-style-type: none"> • Working within the Marketing team, the Corporate Events Manager will be responsible for the planning, creation and management of corporate events and conferences, ensuring the effective and successful execution of the events. • Identify targeted conferences and organizations for collaboration. • Create a yearly detailed calendar of the major events. • Effective coordination and communication with the institution before and after the event to ensure that the event is contractually compliant. • Event organization including but not limited to; concept, budgeting, location, preparation of event agenda, propose and engage key speakers for events, catering, gifts, etc.

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- In coordination with the Marketing team, create a marketing plan to promote the event before, during and after execution.
- Manage and perform other related duties as may be assigned or request as part of the event planning and management

Requirements

- Bachelor degree in Marketing, Public Relations or a related field.
- 5+ years of proven experience in Events Management, organizing large scale and corporate events.
- Strong leadership, planning and negotiation skills.
- Excellent written and verbal communication.
- A keen eye for detail, together with problem-solving skills.
- Fluent in Arabic and English.