

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-416-2022
Company Name	MFG Consulting
Industry	Events & PR
Vacancy	Senior Event Coordinator
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Events Management is a plus
Degree	BA in Events Management is a plus
Years of Experience	Minimum 3
Location	Mkalles
Remuneration & Benefits	800 monthly plus yearly extra bonuses
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<p>We are looking for a positive and dynamic profile to join our team as a highly organized, dependable, and creative Senior Events Coordinator to handle multiple complex events while maintaining a keen eye for detail, strong communication, client management and project management skills. Experience in running small to large scale events is essential, along with the capability of seeing a project through from concept to completion, either working independently or part of a larger team.</p> <p>Managerial (including budgeting) experience is key, along with the ability to be able to lead a wider free-lance team on project deliverables. Experience with Business Development, creative new client initiative concepts, detailed proposals and confident pitching would be necessary in order to assist with the company drive for new client on boarding, especially corporate ones.</p> <p>The ideal candidate will be reporting directly to the Managing Director.</p> <p>SKILLS REQUIRED:</p>

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- Confident in managing large scale events in different fields including complex corporate events
- Creating detailed and creative proposals with catchy English copywriting
- Identification, outreach, client pitching and closing
- Experience with RFP's and tenders
- Solid understanding of the market, alongside excellent research skills including new trends and opportunities
- Great understanding of AV and production
- Demonstrate outstanding time management, problem solving and organizational skills
- Methodical, meticulous and structured approach to your everyday tasks
- Ability to anticipate needs, prioritize and work to tight deadlines
- Willingness to take initiative and to adapt a 'can-do' and flexible attitude
- A creative and organized mindset
- Fluent in English and Arabic (written and spoken). French would be considered an advantage
- Proven experience with IT programs such as Microsoft Word, Excel and PowerPoint. Design skills (Photoshop, Illustrator, etc.,) are a plus.
- Excellent ability with event operations, and implementation of processes

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### EXPERIENCE:

A Minimum of 3 years of experience as an event manager/coordinator or in a similar role involved with events/project management and production

### KEY POINTS

- The role is predominantly a 9am-6pm office based role, however additional hours may be required for event days.