



<https://logicahealthfirst.com/job/exhibition-organizer-event-manager/>

Exhibition Organizer/Event Manager

Description

- Planning exhibition hall layouts and activities programme such as workshops, seminars and demonstrations
- Researching suitable venues and ensuring all necessary equipment is available
- Selling stand/exhibition space to potential exhibitors
- Seeking and securing sponsorship

Responsibilities

- Designing anything from online registration forms to floral arrangements
- Arranging insurance cover and ensuring legal, health and safety requirements are adhered to
- Coordinating caterers, stand designers and equipment hire
- Organizing car parking facilities, security, first aid and catering
- Promoting the event and organising the production of tickets, posters, catalogues and sales brochures
- Supervising the dismantling and removal of stands.

Skills

- Excellent written and oral communication skills
- Good interpersonal skills, organisational ability and time management
- Ability to multitask
- Attention to detail and ability to work effectively under pressure
- Customer focus is vital
- Negotiation skills
- Willingness to work unsociable hours
- Imagination and creativity
- Ability to cope with pressure and tight deadlines.

Qualifications

- Business-related studies
- Marketing
- Public relations

Job Benefits

- Travel: during the working day and absence from home overnight is occasional.
Working hours: these are mainly Monday-to-Friday office hours, but additional unsocial hours can include evenings and weekends.
Location: opportunities exist mainly in towns or cities throughout the country.
Opportunities for self-employment: commonly possible as many work freelance.

Hiring organization

Logica Health First

Employment Type

Full-time

Industry

Health Care

Job Location

Gateway West, Singapore,
Singapore, Singapore

Date posted

June 21, 2022

Typical employers

Large companies; exhibition organisers; exhibition centres.

Career development

Entry to and progression within the business is competitive. Progression is usually by taking increased responsibility for events within the same organisation, or by moving to larger organisations.

Salaries

Salaries will vary depending on the employer. In a sector essentially based on sales, bonuses are a large part of an event professional's salary.