Experienced Event and Programme Management Professional, Kuala Lumpur

Join a professional and dynamic team to further acquire skills on the job and apply your experience to manage, motivate and inspire the planning and execution of events and programmes to the highest level of standards.

Job Summary:
We are looking for mid to senior event professionals to develop, manage and continue to innovate a range of high quality, leading professional conferences and programmes across Asia Pacific for the advancement of the upstream energy industry.

Essential Job Functions:
Collaborating and leading a multi-function project team, you will oversee and drive hands-on all aspects of the project to scope, budget and schedule, including:

- Event production
- Programme development
- Stakeholder and committee management
- Project resource and financial planning
- Logistics and operational fulfilment
- Strategic sales and marketing initiatives
- Educational, VIP and ancillary programmes

Never a dull moment, you will also mentor by example; travel the region; develop and foster key industry relationships; research and contribute to new programme development; and oversee key negotiation and contracting of vendor services.

Requirements:

- **Education**
  Bachelor’s degree in business or related field.

- **Work Experience**
  Minimum 10+ years’ experience producing professional conferences with programme development skills. A minimum of three years’ experience in large scale events with attendance of 1,000+ and five years project/team lead experience.

- **Language and Communication**
  Mastery of the English language and working knowledge of a second language (Chinese or Bahasa Malaysia) is essential. Must be able to write and speak clearly and persuasively at an executive level and present to groups.

- **Competencies and Experience**
  - Detail oriented with strong organisational and time management skills
  - Strong business acumen with experience in budgeting and financial reporting
  - Competent in MS Office suite and be digitally savvy to use and leverage technology
  - Track record of setting and meeting deadlines for large projects
  - Executive level networking and stakeholder management skills
- Strong problem solver and flexible in dealing with changing situations/requirements
- Possess global work experience with multinational/multicultural exposure
- Able to travel between 30% to 40% of the time

**Attributes and Qualities**
- Demonstrated managerial and leadership skills
- Confident and self-motivated
- Independent and resourceful
- Strong team player and able to adapt to rapidly changing environment
- Accountable, professional and strives for excellence
- Energetic and innovative