



The Wave _ Event Associate

Job Description

- Assist in organizing programs and events
- Support the team for all aspects of projects & event management, includes preparing pre-production, drafting promotional materials, contacting clients and vendors, providing logistic and on-site support
- Handle all documentation, correspondences and meetings with clients
- Perform any other tasks as assigned by the immediate supervisor and / or management from time to time
- Required to perform shift duties if assigned

Requirements

- Diploma or above in Event Management, Business Administration or a related field
- Proactive, well-organized, independent and able to work under pressure
- Strong sense of responsibility, self-motivated, hardworking and detailed-minded
- Able to handle multiple tasks and meet deadlines with quality; strong work ethic and commitment to the success of the project
- Computer literate and competent in MS Word, Excel and PowerPoint
- 1-2 years' event co-ordination experience in MICE industry or hospitality industry. Fresh graduates will also be considered
- Proficiency in both written and spoken English and Chinese
- Self-driven, confident, ambitious, cheerful, fun and enjoy working in a team
- Flexible to adapt changing demands of the job and have strong multitasking ability

For interested candidate, please send your cover letter and CV to talent@thewave.com.hk

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