

Event Project Manager Job Description

Duties and Responsibilities:

- Conceptualize and plan an event working in tandem with a dedicated team
- Select a venue for a client and hire vendors
- Negotiate costs with clients and vendors
- Ensure vendors deliver on their services as agreed
- Scrutinize bills before seeking approval payments
- Help with logistic – transportation, catering, entertainment, decoration, car park, etc.
- Ensure strict adherence to budget as agreed with the client
- Work closely with the client so as to iron out grey areas
- Set and deliver service based on the timeline agreed with the client
- Develop and maintain client relationship
- Provide direction, motivation, leadership, and support for his/her team
- Ensure excellent customer service
- Handle operational and administrative functions to ensure projects are delivered efficiently
- Give suggestions on how to enhance an event
- Ensure that an event is successfully held without hitches
- Coordinate all operations on the day of the event
- Supervise staff and vendors
- Analyze the success of an event and prepare after-event reports
- Ensure prompt steps are taken to resolve any issue that may jeopardize the success of an event
- Determine the number of support staff to work with
- Take charge of promotional activities for an event
- Ensure guests are well treated during and after an event
- Ensure meals are well prepared and served; including seeing to it that drinks are served in the right condition and temperature
- Hire security guards to help ensure order on the day of an event

- Ensure there is a thorough clean up after an event
- Ensure compliance with health and safety rules
- Comply with international best practices in project management.

Event Project Manager Requirements – Skills, Knowledge, and Abilities

- Bachelor's degree in event management or any other related discipline
- Possess proven experience as an event project manager
- Be computer savvy; showing proficiency in the use of MS Word and PowerPoint
- Effective communication skill in both written and spoken forms
- Effective negotiation skills will be of top priority
- Possess excellent customer service skills
- Ability to use the Internet for e-mail communication will be an added advantage
- Excellent organizational skills
- Possess remarkable problem-solving skills
- Must be an excellent team player with great interpersonal relationship skills
- Excellent project management skills
- Possess outstanding event planning skills
- Top-notch logistic skills will be an added advantage
- Ability to pay attention to detail
- Ability to show calmness under intense pressure
- Excellent marketing and promotional experience
- Robust administrative and management skills
- Ability to work with minimal supervision
- Ability to take initiatives without being prompted
- Possess excellent budgeting and analytical skills.