

# Event Executive Job Description

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- Responsible for the training of new employees
- May take part in the recruitment of new employees, both permanent and temporary ones
- Hiring and organizing everyone needed to help stage an event into their various departments
- Create budgets and stick with them; deliver events on time and within budget
- Ensure issues that arise in the course of an event are quickly resolved without disturbing the occasion
- Ensure that customers or event attendees are totally satisfied
- Communicate, maintain, and develop client relationships
- Responsible for providing leadership, motivation, direction, and support to team members
- Travel on site to inspect ongoing arrangements, preparations, and changes needed to meet the needs of the client.