

Event Exhibition Operations Manager

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Company: Huan Qiao Event Management LLC

Location: Dubai

Category: other-general

HQMENA Exhibitions - Forex Expo - Crypto Expo Dubai - Jewellery Expo Event

Exhibition Operations Manager Job descriptionEvent Exhibition Operations

ManagerLanguage: English is mandatory, • As an operations manager your responsibility is to

coordinate and work in close partnership with the Project teams and inter-departmental

teams to plan, direct and manage the logistics & operations of the exhibitions organised

to achieve department financial & operational targets.Job Purpose:• To oversee all aspects

of the operations activity for Exhibition operating,Working diligently to continuously improve

our working practices in procurement, customer service, operations, logistics management,

vender management and multiple team leadership.• This role involves leading and managing

a team with 2 director reports and a global operation team.Key Job Responsibilities:•

Develop, direct, and monitor the operations' planning and execution of exhibitions.• Create

and devise innovative, cost-efficient and time solutions and alternatives to operational

deliverables.• On-site halls management throughout each exhibition, ensuring smooth

running of the show.• Follow & implement the Policies & Procedures, and Implement

duties in line with the Quality standards,• Ensure there is full adoption of agreed processes

of new, integrated end-to-end delivery process and SOP for your region Build a customer-

first approach that provides efficient, effective and value add service to our exhibition.•

Provide support where needed with planning and executing all operations and logistics for

the Events portfolios, consisting of conferences, exhibitions, dinners and awards.• Ensure that

all Events portfolios deliver an excellent visitor, exhibitor, sponsor and delegate experience.•

Provide support to oversee venue selection and negotiations, conduct site visits and ensure

venues are fit for purpose. • To conduct feasibility studies regarding the operational requirements for current, and future flagship event locations. • Review operation processes are in place, such as show cycle timelines, briefing documents, planning schedules, and budget trackers, are in place, implemented and consistent across global Event portfolio events. • Work with the internal technology department and external suppliers, to drive platform improvements that create operational efficiencies and support our clients. • Share best practise and learnings across the group Operational Strategy and Delivery • Develop and implement the business plan and operational strategy of the Event and Exhibition portfolios, • Lead procurement and reduce cost and improve operational efficiencies and effectiveness. • Leads and encourages team to ensure efficient and creative delivery of all events. Requirements: • 5+ years' experience in Exhibition organising Operations. • Proven leadership experience and capabilities • Problem-solving skills and Works well under pressure • Superior written and verbal communication skills, Interpersonal, relationship management and networking skills • Planning/time management/self-organization and self-discipline, Initiative - proactive and able to work independently. Note: ONLY SHORTLISTED CONDIDATES ARE CONTACTED Apply Now © HQMENA, A Trademark of HUAN QIAO EVENT MANAGEMENT L.L.C All rights reserved. Terms & condition | Privacy Policy #J-18808-Ljbffr

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