

Events Manager Jobs In Dubai 2023 | PME Entertainment

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Company: PME Entertainment

Location: dubai

Category: other-general

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Description

We are seeking a creative, highly organized event planner to help us execute unforgettable events that generate brand awareness, build business relationships, and boost employee morale. You will be responsible for conceptualizing ideas for the events, creating and enforcing budgets, liaising with suppliers, communicating with clients, and ultimately ensuring that each event is flawlessly executed.

Responsibilities:

Identifying clients' requirements and expectations for each event.

Brainstorming and implementing event concepts and themes.

Preparing event budgets and processing invoices.

Researching and booking venues.

Organizing suppliers, caterers, staff, and entertainment.

Requirements:

Degree in hospitality, public relations, management, or related field.

Experience in project management with a track record of successful events.

Excellent organizational skills with the ability to multitask under pressure.

Strong communication and interpersonal skills.

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