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We are searching for an enthusiastic event manager with a “can-do” attitude to assist our organization in hosting events that enhance our organization’s image, improve client loyalty, and enhance our brand-to-client experience/.

Responsibilities: Brainstorming and implementing event plans and concepts.

Handling budgeting and invoicing.

Liaising and negotiating with vendors.

Negotiating sponsorship deals.

Handling logistics.

Updating senior management. Requirements: Degree in public relations, communications, or hospitality.

Communication and marketing skills.

Project management experience.

Good leadership skills.

Highly Organized.

Multi-tasker. #J-18808-Ljbffr

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