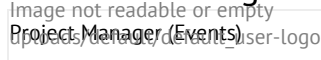


Project Manager (Events)

HR Outsourcing & Consulting

| | | |
|---|---|--------------------------------------|
|  Project Manager (Events) | Total Positions: 5 | Experience: 5-6 Years |
| | Gender: Any | Travel Required: Not Specified |
| | Min Education: BSC-BA | Job Shift: Morning |
| | Career Level: Experienced (Non Manager) | Salary Range: PKR50000 - 60000/Month |
| Category/Industry: Business Management | | Max Age Limit: Not Specified |
| Posted on: 19 December 2016 | | Expiry Date: 28 February 2017 |
| Job Type: fulltime | | |

Job Description:

- Propose ideas in Weekly Management meetings to improve provided services and event quality Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Ensure compliance with on-ground Hotel Management to follow obligations Specify staff requirements for particular event and coordinate their activities Coordinate with Logistics & warehouse department/team to ensure the availability & delivery of required supplies & accessories for the particular event.
- Get updated event calendar for entire year to ensure pre-arrangements for upcoming events .

Required Skills:

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