

Job Title: Senior Executive / Executive, Events, Venues & Experiences

Reporting Officer

Senior Manager, User Experience

Job Description

The Events, Venues & Experiences team is responsible for events programming & execution, new experience design & delivery and venue hires & management. We work with cross-functional teams and multiple partners to execute various business development and enhancement initiatives.

As an Executive/ Senior Executive, your key responsibilities will include:

- Plan and execute events & activations targeted to increase footfall & spend, and capture mindshare.
- Drive new business development with brands & partners on novel concepts and first-of-its-kind initiatives / programmes.
- Work closely with internal stakeholders and external partners/ vendors on the ideation, curation and delivery. Ensure all implementations comply with guidelines and regulations.
- Actively participate in studies of event and experience competitive landscape.
- Handle tours, teambuilding/ learning journeys, birthday parties, solemnisation, wedding, corporate and any other venue hire enquiries, recces, bookings and execution. Responsible from the start-to-end.
- Manage VIP lounge operations and reservations.
- Support both the mall & attractions' pursuit in service excellence & experience development, and other ad-hoc projects.

Skills/Knowledge Required

- Relevant experience in hospitality, operations, projects and/or events management.
- Must enjoy thinking out-of-the-box, challenging the norm and have a knack for creative development.
- A dependable individual with an eye for detail and user-centricity; and an effective team player who can interact confidently with vendors, brands/ partners, multi-disciplinary teams at different levels of seniority.
- Comfortable in both B2B and B2C engagements. Excellent stakeholder management & presentation skills.
- Proven track record in planning and executing multiple projects simultaneously, while managing day-to-day activities.
- Diploma or Degree in any discipline, but more importantly, possess a keen passion, with a can-do attitude and growth mindset.