

## JOB DESCRIPTION

<b>Position Title</b>	<b>:</b>	<b>Marketing Event Coordinator</b>
<b>Department</b>	<b>:</b>	<b>Marketing and Commercial</b>
<b>Report to</b>	<b>:</b>	<b>Marketing Coordinator</b>
<b>Reportees</b>	<b>:</b>	<b>N/A</b>
<b>Employer</b>	<b>:</b>	<b>University of Puthisastra</b>
<b>Location</b>	<b>:</b>	<b>Phnom Penh, Cambodia</b>

### **I. Statement of Purpose**

- Under direction, the Event Coordinator should plan, organize and control UP's marketing events and conferences.

### **II. Duties and responsibilities**

- Management of UP marketing event and conference projects;
- Organization and attending of project meetings
- Management and control of project finances.
- Meets with staff to provide information and guidance in order to obtain accurate event specifications
- prepares and reviews event agendas and confirms that all services and necessary preparations are in order
- coordinate staff service needs with catering and audio-visual concessionaires, security and other requested services
- supervise, monitor and control event billing
- acts as a liaison to insure successful execution of program
- conduct pre- and post-convention meetings
- effectively communicate information through written correspondence, oral communication, preparation of reports, creating of diagrams, drawings and sketches
- develop and maintain effective relationships with service contractors and other suppliers of event services
- Act in marketing capacity by meeting with potential clients, conducting site tours of UP
- Coordinate the activities with the Director and Marketing and Commercial Department.
- And perform other duties as assigned.

### **III. Qualifications and Requirements:**

#### **1. Experience:**

- 3-5 years' experience in events marketing with exposure to education industry preferred

#### **2. Education:**

- Bachelor degree in Marketing or related fields

### **3. Skills/Competencies:**

- Strong experience in organizing events, conferences and roadshows
- Strong communications skills
- Analytical, enquiring and creative approach
- Ability to source and analyses information
- Ability to work under pressure to tight deadlines
- Self-motivated and keen to continuously improve and develop professionally
- Computer literate (use of MS Office)