EVENT MANAGER

Job Ref. No: #JDMPR1066

2023 - 2024

- **Company Name** : Moris Media LLC
- **Designation** : Event Manager
- **Job Type** : Full Time
- **Industry** : Media/ Entertainment industry
- **Department** : Event & Planning
- **Work Model** : Remote
- **Salary** : 15000 إ.د - 7000 إ.د

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is seeking a talented and experienced Female Event Manager to join our team and manage the planning and execution of various events, conferences, and exhibitions. The ideal candidate should have a passion for event planning, exceptional communication skills, and the ability to work under pressure and meet tight deadlines

Primary Responsibilities

- Plan, organize and execute events, conferences, and exhibitions from start to finish
- Create event timelines, budgets, and manage resources to ensure smooth execution of events
- Negotiate with vendors, suppliers, and contractors to ensure best pricing and quality of services
- Coordinate with internal teams and external stakeholders to ensure all aspects of the event are well-managed
- Manage event registrations, ticketing, and promotional activities to attract maximum attendance
- Develop and implement marketing and communication plans to promote events through various channels
- Collaborate with sponsors and partners to maximize opportunities for revenue generation
- Ensure compliance with relevant legal and health & safety regulations
- Prepare post-event reports and analysis to measure the success of events and identify areas for improvement
- Provide excellent customer service to all stakeholders, including attendees, sponsors, and partners

Required Skills

- 1-5 years of experience in event management
- Strong project management and organizational skills
- Excellent communication and negotiation skills
- Ability to work under pressure and meet tight deadlines
- Experience in managing budgets and financial reporting
- Proficient in Microsoft Office and event management software
- Knowledge of Dubai's event landscape and regulations
- Ability to work independently and as part of a team
- Flexibility to work on weekends and outside normal business hours as required
- UAE residency and valid work permit
- Female candidates only

Moris Media is an equal opportunity employer and encourages all qualified female candidates to apply.

Qualifications & Experience

- Bachelor's degree in Event Management, Marketing, Communications, or related field
- A degree in event management, hospitality, marketing, business, or a related field can be helpful, but it's not always required. Some employers may prefer or require a bachelor's degree, while others may accept relevant

work experience in place of formal education.

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

Career Opportunities Across Borders

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