

## **GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT OCT/NOV 2017**

### **EVENTS MANAGEMENT OFFICER**

#### **A. Job Description**

The Events Management Officer is responsible for the planning, managing, marketing, and reporting of George Town World Heritage Incorporated's events. She or he will be supporting the Department of Communications and Collaborations in accordance to the Vision and Mission of George Town World Heritage Incorporated, and is expected to perform the following tasks and responsibilities in a highly professional manner.

#### **B. Task and Responsibilities**

- Pre-event planning, including budget, venue coordination, publicity materials design, and conduct meetings with working partners.
- Manage event logistic arrangement.
- Support to event participants.
- Coordination with the servicing team for ideation.
- Vendor Management.
- Responsible for all kinds of protocol duty including airport protocol.
- Responsible for air ticket booking/processing.
- Establish and maintain effective working relationship with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

#### **C. Requirements**

- Diploma or equivalent qualifications in Management, Communication, Marketing, or related field.
- At least three years of working experience in event planning and management.
- Excellent planning and coordination skills.
- Excellent organisation skills.
- Excellent interpersonal and communication skills.
- Speaks and write good English. Proficiency in spoken and written Bahasa Malaysia, Tamil or Mandarin will be an additional advantage.
- Ability to manage multiple projects independently.
- Proactive, confident, yet humble.
- Able to work under pressure.
- Willingness to work on weekends or in the evenings.
- Able to work independently, collectively, and in responsible manner.

#### **D. Application**

- Complete the application form ([download from here](#)).
- Attach your latest and most persuasive resume.
- Attach an appealing cover letter (tell us why are you the best candidate for this position and your expected salary).



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**MELAKA & GEORGE TOWN**  
Historic Cities of  
the Straits of Malacca

- Send all documents to [hr@gtwhi.com.my](mailto:hr@gtwhi.com.my) by 20 November 2017.
- Shortlisted applicants will be notified for interview.