**Responsibilities:**

* Plan, organize, and execute various types of events, including corporate meetings, conferences, weddings, festivals, and parties.
* Coordinate all aspects of events, including venue selection, catering, entertainment, transportation, accommodations, and logistics.
* Develop event timelines, budgets, and schedules, and ensure adherence to deadlines and financial targets.
* Liaise with clients, vendors, sponsors, and stakeholders to understand their needs and expectations and ensure a smooth planning process and successful event outcomes.
* Manage event staff, volunteers, and contractors, and provide clear instructions and support to ensure tasks are completed efficiently and effectively.
* Oversee event setup, execution, and breakdown, and troubleshoot any issues or challenges that arise during the event.
* Conduct post-event evaluations and analysis to assess event success, gather feedback, and identify areas for improvement.

**Requirements:**

* Proven experience in event planning, management, or coordination.
* Strong organizational and project management skills, with the ability to multitask and prioritize tasks effectively.
* Excellent communication and interpersonal skills, with the ability to build relationships and negotiate contracts with clients, vendors, and partners.
* Attention to detail and problem-solving abilities, with a proactive and solutions-oriented approach.
* Ability to work under pressure and adapt to changing circumstances in a fast-paced environment.
* Proficiency in event management software and tools, such as event planning software, project management tools, and Microsoft Office Suite.
* Knowledge of event industry trends, best practices, and regulations.
* Bachelor’s degree in Event Management, Hospitality Management, Marketing, or related field (preferred but not required)