Event Manager in BenCham Pearl River Delta

The Benelux Chamber of Commerce in China (BenCham) strives to provide its members with the information, resources and contacts they need to succeed through its extensive professional network.

BenCham PRD enables its members to exchange information on business opportunities in the region. The position of Event Manager is an excellent opportunity to acquire experience in the Benelux-China business sector within the Pearl River Delta region, and to gain exposure to a wide range of companies and industries. The Event Manager will work together in a small team and report directly to the General Manager.

Job Description
Event Management • Source potential events of interest that could be attractive and useful for BenCham PRD members to be proposed to the General Manager • Establish and maintain an Annual Events Calendar, to be adhered to and regularly updated • Coordinate events (invitations, venue selections, speakers, promotions, advertising, mailings, funding, ticket pricing, registration, transportation, host gifts, F&B, banners, financial reporting) • Create event planners. • Be the POC for interchamber cooperation. • Be present at all BenCham PRD hosted events (set up, banners, registration, fee collection, F&B, host gifts) • Budget planning and total ownership and execution of events (including conceptualization of events – entertainment, lucky draw, sponsors etc.) • Maintain a good balance between types and locations of events • Representing BenCham PRD at Chamber and member company events
Performance • Develop and monitor budget for events and communicate regularly to the Board • Ownership of all venue-related matters (price negotiations, reservations, contracts, coordination of room set-up, technical requirements, invoicing, F&B, etc.) • Communication and marketing of events via BenCham PRD's social medias • Evaluation and follow-up reports post events (no-show fees, financial statements, payments received etc.) • Ensure follow-up with all members following events

Day-to-Day Management

- First contact for all BenCham PRD event-related questions
- Ensure follow up of all event-related matters
- Regularly inform General Manager of event status
- Generate creative ideas for marketing and promotional initiatives
- Assist in producing monthly newsletter
- Monthly communication to the Board regarding event status including creation of reports for Board Meetings
- Be familiar with procedures/operating manuals of office administration, including but not limited to, the maintenance of a daily Toggle task worksheet to be submitted weekly to the General Manager

Collaboration

- Communicate BenCham PRD events with the Consulates of Belgium and the Netherlands as well as other Chambers who we collaborate together with
- Networking at events with members and potential members to support the Membership Manager and growth of BenCham PRD's membership database

Requirements

- Ability to work independently and in a team
- Proactive work attitude and initiator
- Good communication skills
- Good organizational skills
- Socially active to engage with Members and potential Members
- Familiar with Microsoft office and good general computer skills
- Excellent verbal and written communication skills in English. Chinese language skills not essential but highly regarded
- Preferably already located in PRD, China

BenCham Pearl River Delta - Who Are We?

- The Benelux Chamber of Commerce in China (BenCham) has 3 chapters: Beijing, Shanghai and Pearl River Delta (PRD)
- We are an independent, non-profit, self-sufficient Chamber of Commerce
- We have an extensive professional network that allows members to elevate their brand presence in China
- We are a member driven organization
- We provide a prime platform for the Benelux community in China
- We are officially recognized and supported by the consulates of the Netherlands and Belgium in China
- We are accredited by the Federation of Belgian Chambers of Commerce and the Chamber of Commerce of the Grand Duchy of Luxembourg

Interested?

For more information or to apply, please send a cover letter together with an updated curriculum vitae to BenCham PRD General Manager, Jirka De Kuyper, at jirka@bencham.org.