



上海恒进展览有限公司
Shanghai Forever Exhibition Co., Ltd
上海市沪南路2419号万科活力城A座1001-1004室
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TEL: 86-21-6468 1300/ 6468 1550

E-mail: info@for-expo.com

Website: www.for-expo.com

Marketing Dept. – Junior Events Producer

市场部 – 初级会议/活动策划

工作职能:

1. 负责会议/活动项目的调研及议题的整理, 协助前期策划;
2. 与销售部门、供应商等有效协调, 保证项目在预计的期限内得以高质量完成;
3. 负责会议/活动项目宣传资料的制作及发布, 如 PPT, 会议宣传网页, 微信, 会刊等;
4. 联络客户并了解其各种需求, 并通过恰当的沟通实现高水平的客户服务, 实现客户轻松参会;
5. 会议网页的及时更新与管理, 对相关活动物品进行管理, 协调安排采购以保持活动顺利进行;
6. 会议/活动现场场控及协调工作;
7. 直接领导指派的其他任务。

职位要求:

1. 大学本科及以上学历, 市场营销、会展、新闻传媒等相关专业优先;
2. 有较强文案写作能力有创新思维, 至少 1-2 年会议主办行业市场或销售方面的工作经验 (制造业者优先);
3. 熟练的英语口语和书面语, 大学英语六级以上程度;
4. 良好的沟通技能, 对工作压力的承受能力强, 有合作精神;
5. 自我约束和自我管理能力强, 有独立完成工作任务的能力, 能在期限前完成任务, 一定的组织能力;
6. 认真负责、注重细节, 并有积极的工作态度;
7. 对网站的维护和运营有基本知识;
8. 熟练的计算机应用能力, 会设计软件优先 (Adobe Illustrator, Indesign)。

Responsibilities:

1. Responsible for the conferences topics research and collection.
2. Coordinating effectively among various parties including sales team, external contractors regarding events execution, to make sure the projects accomplished within expected deadlines.
3. Responsible for the marketing materials: content, layout, quality, including WeChat promotion.
4. Liaising with clients to understand their miscellaneous needs, along with fulfilling high-level customer services through proper communication.
5. Facilitating events website to be updated timely and managed, and associated event items to be sourced and managed, to keep events running smoothly.
6. Responsible for the conference onsite operation.
7. Other tasks assigned by line manager.

Requirements:

1. Bachelor degree or above (Major in marketing, media, exhibition & conference and etc..)
2. Excellent writing skills and creative sense, at least 1-2 years marketing/sales working experience in conferences or related industry.
3. Good command of written and oral English, CET 6 or above.
4. Excellent interpersonal and communication skill, and able to work under pressure.
5. Well-organized and able to work independently with minimum supervision. The ability to meet deadlines and keen organizational skills.
6. Responsible, attention to details and a positive attitude towards work.
7. The basic knowledge towards website maintenance and operation.



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8. Good PC skills-Word, Excel, PowerPoint, etc. Be familiar with Adobe design software is a plus.

简历请发送至: marketing@for-expo.com

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