

JOB TITLE/ Chức danh: SENIOR EVENT & PARTNERSHIP EXECUTIVE	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> <ul style="list-style-type: none"> Marketing Manager 	Positions Reporting to this Position <i>Nhận báo cáo từ:</i> <ul style="list-style-type: none">
Summary of Duties/ Tóm tắt nhiệm vụ Responsible for planning, coordinating, and executing events, partnerships, and brand activations to support brand building and project objectives, ensuring effective delivery in terms of quality, timeline, and budget.	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc Event & Activation <ul style="list-style-type: none"> Plan and execute various events including <ul style="list-style-type: none"> Project launches, grand openings, open days, site visits, roadshows, expos, and onground activations. Work closely with agencies and vendors (event production, KOLs, MCs, performers, suppliers) to: <ul style="list-style-type: none"> Develop event concepts, run-downs, timelines, and execution checklists. Coordinate and manage on-site operations: <ul style="list-style-type: none"> Setup, rehearsal, live execution, and issue handling. Manage event budgets: <ul style="list-style-type: none"> Quotation comparison, cost control, contract follow-up, acceptance, and payment processing. Partnership & Collaboration <ul style="list-style-type: none"> Identify, propose, and manage partnerships with: <ul style="list-style-type: none"> Banks, lifestyle brands, F&B, education, sports, community partners, and other strategic collaborators. Develop partnership models: <ul style="list-style-type: none"> Co-branding, sponsorships, joint activations, cross-promotions, and gifting programs. Support negotiation on: <ul style="list-style-type: none"> Partnership scope, benefits, communication exposure, and execution commitments. Monitor and evaluate partnership performance post-campaign. Multi-tasking & Project Coordination <ul style="list-style-type: none"> Coordinate with internal teams: <ul style="list-style-type: none"> Brand/Marketing, Sales, Project, Operations, and external agencies. Manage multiple projects and workstreams simultaneously across different timelines. Track progress using timelines, checklists, and concise reporting. Reporting & Optimization <ul style="list-style-type: none"> Prepare post-event and post-campaign reports: <ul style="list-style-type: none"> Execution summary, visual documentation, budget reconciliation, and effectiveness assessment. Proactively propose improvements for future events and partnership activities. 	
Essential Qualifications/ Trình độ chuyên môn <ul style="list-style-type: none"> Minimum 2–4 years of experience in event management, brand activation, partnership, marketing, or agency roles. 	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) <ul style="list-style-type: none"> ➤ Knowledge: <ul style="list-style-type: none"> Hands-on experience in on-ground event execution; experience in real estate, or hospitality is an advantage. Familiar with working processes involving agencies, vendors, and brand partners. ➤ Skills: <ul style="list-style-type: none"> Strong multi-tasking and problem-solving capabilities under pressure Good planning, coordination, communication, and

		negotiation skills. <ul style="list-style-type: none"> • Detail-oriented yet flexible and execution-driven mindset. • Ability to write and present clear briefs and reports. ➤ Attitudes: <ul style="list-style-type: none"> • Proactive, responsible, and result-oriented. • Willing to work beyond office hours during events and peak periods. • Strong ownership mindset and “hands-on” attitude.
Approval/ Phê duyệt		Accepted by/Chấp nhận ----- Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: <ul style="list-style-type: none"> • Salary: Negotiated directly during the interview. 	WORK PLACE/ Địa điểm làm việc: <ul style="list-style-type: none"> • Ho Chi Minh City Viet Nam
Level <ul style="list-style-type: none"> • Level: Associate 	Industry/ Ngành nghề: <ul style="list-style-type: none"> • Real Estate
Team size <ul style="list-style-type: none"> • 	Language/ Ngôn ngữ: <ul style="list-style-type: none"> • English
Ghi chú cho người giới thiệu	