

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	
<p>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.</p>	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc	
<p>Event & Activation</p> <ul style="list-style-type: none"> Plan and execute various events including - 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: - Develop event concepts, run-downs, timelines, and execution checklists. Coordinate and manage on-site operations: - Setup, rehearsal, live execution, and issue handling. Manage event budgets: - Quotation comparison, cost control, contract follow-up, acceptance, and payment processing. <p>Partnership & Collaboration</p> <ul style="list-style-type: none"> Identify, propose, and manage partnerships with: Banks, lifestyle brands, F&B, education, sports, community partners, and other strategic collaborators. Develop partnership models: Co-branding, sponsorships, joint activations, cross-promotions, and gifting programs. Support negotiation on: Partnership scope, benefits, communication exposure, and execution commitments. Monitor and evaluate partnership performance post-campaign. <p>Multi-tasking & Project Coordination</p> <ul style="list-style-type: none"> Coordinate with internal teams: 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. <p>Reporting & Optimization</p> <ul style="list-style-type: none"> Prepare post-event and post-campaign reports: Execution summary, visual documentation, budget reconciliation, and effectiveness assessment. Proactively propose improvements for future events and partnership activities. 	
Essential Qualifications/ Trình độ chuyên môn	<p>Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu)</p> <p>➤ Knowledge:</p> <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. <p>➤ Skills:</p> <ul style="list-style-type: none"> Strong multi-tasking and problem-solving capabilities under pressure Good planning, coordination, communication, and

		<p>negotiation skills.</p> <ul style="list-style-type: none"> • Detail-oriented yet flexible and execution-driven mindset. • Ability to write and present clear briefs and reports. <p>➤ Attitudes:</p> <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		<p>Accepted by/Chấp nhận</p> <hr/> <p>Date/Ngày:</p>

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	