

Job Title: Assistant Manager, Venue Management

Responsibilities:

- Manages F&B offering retail provisions and devises retail mix strategies
- Responsible for the physical management of the property, including regular maintenance and cleaning duties within the allotted budget and timelines, to improve operational effectiveness and efficiency
- Assists and monitors the venue's renovation projects and the venue's ambience enhancement
- Supervises on-site staff to ensure maintenance of venue property grounds on a daily basis
- Oversees the day-to-day operation flow of all in-house provisions
- Create and cultivate a good relationship with internal and external clients

Requirements:

- Degree holder in Property Management/ Hospitality Management or other related disciplines
- Minimum 5 years of relevant experience with 2 years at supervisory/management level
- Sound knowledge of property or facilities management
- Management skills along with excellent communication, interpersonal and presentation skills; highly customer-oriented
- Knowledge of planning short and long-term goals, including strategic planning, budgeting, forecasting is an advantage

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

AsiaWorld-Expo Management Limited is an equal opportunities employer.