

Job Title: Senior Manager, Venue Management

Responsibilities:

- Manage administration of venue operations and ensure a safe and quality event environment
- Ensure the venue management runs smoothly and maximize the profits
- Supervise on site staff/service partners and ensure maintenance of venue property grounds
- Create and cultivate good relationship with internal and external clients
- Provide monthly/annual reporting to senior management regarding the venue operations and financial activity
- Manage annual operating budget within company guideline
- Ensure compliance with all safety rules and regulations
- Oversee venue related service contract and responsible for ensuring the venue specific compliance requirements are completed
- Perform other ad hoc tasks as assigned

Requirements:

- Degree holder in Property Management or other related disciplines
- At least 5 years relevant experience with 2 years at managerial level
- Pleasant personality, proactive and innovative
- A good team player with excellent leadership skills with ability to cooperate with people at all levels
- Excellent customer service attitude and communication skills
- Proficient in both spoken and written English and Chinese

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.

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