

## **Job Title: Venue Operations Manager**

### **Responsibilities:**

- Responsible for all incidents and events during his/her shift
- Ensure the Control Room is manned efficiently and effectively
- Works together with stakeholders to ensure all events are completely smoothly and safely
- Works closely with the Venue Operations Planning Team
- Ensure all incidents occurring during his/her shift are reported and recorded accurately with appropriate action taken
- Manage Core Duty Team staff with suitable guidance and training given
- Ensure all systems and procedures performed at the Control Room are in accordance with in house procedures and regulations e.g. Fire Alarm, Electronic Key Cabinet, Access Control, Valet Parking Fee returns etc.
- Any other duties as directed by the Head of Venue Operations

### **Requirements:**

- Diploma holder or equivalent, additional qualification in security or safety is an advantage
- Good spoken and written Chinese and English
- Minimum of 5-year experience in property management, event management or security related experience in a sizable establishment with at least 2 years at supervisory level
- Self-initiated individual with good leadership, analytical mindset, attentive to details and problem solving skill
- Good interpersonal and presentation skill as he/she will be required to work with internal and external stakeholders at all times
- Ready to play a key role in the team and works collaboratively with others in the Venue Operations Team

*Interested parties please send your full resume stating present & expected salary to HR Department by email to [hr@asiaworld-expo.com](mailto:hr@asiaworld-expo.com).*

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

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