

Job Title: Venue Operations Manager

Responsibilities:

- Overseeing the smooth operation of the Control Room and the maintenance of the building during his/her shift
- 'A' shift VOM would be responsible for the preparation of the morning report for the information of all senior management staff
- To act as the Primary/Secondary VOM and to work together with stakeholders to ensure all events would be completely smoothly and safely
- Works closely with the Venue Planning Team at the initial event operational planning stage and takes over the event 14 days prior to the event day(s)
- Ensure all incidents occurring during his/her shift are reported and recorded accurately with appropriate action taken
- Manage the Duty Team and to provide suitable guidance and training to his/her team members and to bring to the attention of the supervisor any issues requiring attention
- Ensure all systems and procedures performed at the Control Room are in accordance with the 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/Deputy Head of Venue Operations

Requirements:

- Tertiary education or above, good spoken and written Chinese and English
- Minimum of 8-year experience in property management or similar services in a sizable establishment with at least 3 years at managerial level
- Previous working experience with disciplined forces or Traffic Management experience will be an advantage
- Self-initiated individual with good leadership, analytical mindset, attentive to details and problem solving skill
- Conversant with legislations and regulations relating to traffic management, events handling and property management
- 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.

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

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