

## Regional Business Conference and Events Specialist

[Apply Now](#)

Company: PrimeJob

Location: Bahrain

Category: business-and-financial-operations

Duties and Responsibilities:

- Assist with the booking of event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event marketing, and ensure appropriate décor to meet the quality expectations.
- Follow processes for executing the sponsorship and associated events.
- Conduct competitor research, evaluations and reporting.
- Create a database of speaking opportunities supplied by the project director.
- Draft all communication text applicable to the events (invitations, letters, internal announcements).
- Draft briefings documents and schedules and deliver a Business Conferences and Events quarterly report on activities.
- Measure, evaluate and propose new ideas to improve the event planning and implementation process.
- Serve as the liaison with suppliers on event-related matters and ensure close coordination with them.
- Negotiate and book passes, provide logos and branded collateral and coordinate payment efforts with the Finance department.
- Keep track of event contracts as requested.
- Prepare and modify event contracts.

Competencies:

- Excellent project and time management skills
- Excellent interpersonal skills
- Effective communication, presentation, negotiation and influencing skills

Qualifications:

- Bachelor Degree
- Minimum 3 years of experience with office administrative management with at least 1 year of experience coordinating with high profile events
- Must be willing to work overtime
- Fluent in English and Arabic

[Apply Now](#)

## **Cross References and Citations:**

- 1. Regional Business Conference and Events SpecialistDohajobs Jobs Bahrain  
Dohajobs ↗**
- 2. Regional Business Conference and Events SpecialistOilandgasjobs Jobs Bahrain  
Oilandgasjobs ↗**
- 3. Regional Business Conference and Events SpecialistComputerjobs Jobs Bahrain  
Computerjobs ↗**
- 4. Regional Business Conference and Events SpecialistWashingtondcjobs Jobs  
Bahrain Washingtondcjobs ↗**
- 5. Regional Business Conference and Events SpecialistVancouverjobsJobs Bahrain  
Vancouverjobs↗**
- 6. Regional Business Conference and Events SpecialistSearchnzjobs Jobs Bahrain  
Searchnzjobs ↗**
- 7. Regional Business Conference and Events Specialistlosjobs Jobs Bahrain losjobs ↗**
- 8. Regional Business Conference and Events SpecialistNairobijobs Jobs Bahrain  
Nairobijobs ↗**
- 9. Regional Business Conference and Events SpecialistMinejobs Jobs Bahrain  
Minejobs ↗**
- 10. Regional Business Conference and Events Specialist Topfishjobs Jobs Bahrain  
Topfishjobs ↗**
- 11. Regional Business Conference and Events Specialist Viennajobs Jobs Bahrain  
Viennajobs ↗**
- 12. Regional Business Conference and Events Specialist Biologyjobs Jobs Bahrain  
Biologyjobs ↗**
- 13. Regional Business Conference and Events Specialist Entryleveljobs Jobs Bahrain  
Entryleveljobs ↗**
- 14. Regional Business Conference and Events Specialist Abudhabijobsearch Jobs  
Bahrain Abudhabijobsearch ↗**
- 15. Regional Business Conference and Events Specialist Programmingjobsnearme  
Jobs Bahrain Programmingjobsnearme↗**
- 16. Regional Business Conference and Events Specialist Astronomyjobs Jobs Bahrain**

**Astronomyjobs** ↗

**17. Regional Business Conference and Events Specialist Agriculturejobs Jobs Bahrain**

**Agriculturejobs** ↗

**18. Regional Business Conference and Events Specialist Advertisingjobs Jobs Bahrain**

**Advertisingjobs** ↗

**19. Regional business conference and events specialist Jobs Bahrain** ↗

**20. AMP Version of Regional business conference and events specialist** ↗

**21. Regional business conference and events specialist Bahrain Jobs** ↗

**22. Regional business conference and events specialist JobsBahrain** ↗

**23. Regional business conference and events specialist Job Search** ↗

**24. Regional business conference and events specialist Search** ↗

**25. Regional business conference and events specialist Find Jobs** ↗

Source:<https://bh.expertini.com/jobs/job/regional-business-conference-and-events-specialist-bahrain-primejob-0ab50a140b/>

Generated on: 2024-05-03 by Expertini.Com