



PR/094462 | [Medical] Event Management cum Admin

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1515355

### Industry

Pharmaceutical

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

January 28th, 2025 02:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### LOCATION

Ho Chi Minh, Tan Phong Ward, District 7

### COMPANY OVERVIEW

Business of pharmaceuticals (prescription drugs), including anticancer drugs

### JOB SUMMARY

The Event Management will be responsible for planning, organizing, and executing a variety of events, including conferences, seminars, product launches, and corporate meetings. The ideal candidate will have a strong background in event management within the pharmaceutical industry, excellent organizational skills, and the ability to manage multiple projects simultaneously.

**JOB RESPONSIBILITIES**

- Plan and execute events from concept to completion, ensuring all details are meticulously managed.
- Collaborate with internal teams and external vendors to coordinate event logistics, including venue selection, catering, transportation, and audiovisual requirements.
- Develop and manage event budgets, ensuring cost-effective solutions without compromising quality.
- Create detailed event timelines and schedules, ensuring all deadlines are met.
- Oversee event registration processes, including attendee communication and database management.
- Coordinate marketing and promotional activities to maximize event attendance and engagement.
- Ensure compliance with industry regulations and company policies.
- Conduct post-event evaluations to assess success and identify areas for improvement.
- Maintain strong relationships with key stakeholders, including sponsors, speakers, and attendees.

**JOB REQUIREMENTS**

- Bachelor's degree in Event Management, Marketing, Communications, or a related field with a proven track record.
- Hands-on or have strong knowledge in Public Relations experience is highly preferred.
- Minimum of 3-4 years of experience in event coordination, preferably within the pharmaceutical industry, or candidates must have strong interest in this industry.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal skills.
- Proficiency in event management software and tools.
- Attention to detail and a commitment to delivering high-quality events.

**BENEFITS**

- Attractive salary
- Performance bonus (not guaranteed).
- Allowance
- Full salary insurance + health insurance
- Other benefits of following government regulations

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Company Description