

EVENTS COORDINATOR JOB DESCRIPTION

Position	EVENTS COORDINATOR	Department	COMMERCIAL
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Key Result Area	Description
1. Planning	<ul style="list-style-type: none"> • Develop events concepts • Identify key events networks
2. Key Roles	<ul style="list-style-type: none"> • Identify revenue potential opportunities • Draw up concepts around events implementation/work plan • Arrange and monitor logistics, e.g. booking venues, schedule speakers, vendors, etc. • Draw up focus budget proposal and submit for approval to executive management • Monitor and evaluate report • Compiling relevant reports for stakeholders
3. Revenue Opportunities	<ul style="list-style-type: none"> • Identify alternative revenue opportunities for VBTC.
4. Relationship management	<ul style="list-style-type: none"> • Must be a Team player • Building a new client base with vendors
5. Reporting	<ul style="list-style-type: none"> • Monthly report to the Head of Commercial • Detail report of impact assessment • Report achievement of targets

Key Performance Indicators
<p>1. Accuracy & Timeliness - Pays attention to detail and checks planning work to make sure it is accurate, reliable and meets deadlines and expected revenue target.</p> <p>2. Commitment to work – Shows interest and enthusiasm for their job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.</p> <p>3. Initiative – Completes work independently with little or no supervision; identifies any problems on the job & solves them or speaks up about it.</p> <p>4. Teamwork – Display initiative team work between stakeholders.</p> <p>5. Quality of Reporting–Provide quality sales reporting by impact assessments for improvement.</p>

Qualifications, Skills and Experience
<p>A minimum of 5 years work experience in Events Coordination or any other related field.</p> <ul style="list-style-type: none"> • Demonstrated leadership, creativity and initiative • Liaison with Vendors • Excellent verbal and written communication skills • Strong Interpersonal & various Media skills • A valid driver's license • Proficiency in written and spoken Bislama, English with French is essential