

Events Coordinator Vacancy

Emerge Egress Consulting is a HR Management & Training Consulting Firm established in 2017 based in Nairobi. In essence it focuses in Recruitment, Business & Marketing Strategy and Training Programs for various sectors. We partner with clients in various industries and sectors in order to meet their various needs.

Role Objective

An Event Coordinator is responsible for organizing corporate or private events for companies or individuals.

An event coordinator creates, designs events based on a client's wants and must be able to conceptualize an event from start to finish and bring that vision to fruition. This role will have an extraordinary ability to foresee risks and anticipate needs ultimately ensuring that each event is flawlessly executed.

Core Duties and Responsibilities

- Organizing and managing every aspect of an event.
- Oversaw event logistics, including guest registration, seating arrangements, and audio-visual equipment setup
- Addressed and resolved any event-related issues or emergencies promptly
- Conducted post-event evaluations to assess the success of the event and gather feedback for improvement
- Led event marketing efforts, including social media promotion, email campaigns, and ticket sales
- Maintaining partnerships with vendors and overseeing the set-up, execution and closure of events.
- Managing and budgeting set budgets.
- Attending and monitoring activities to ensure client satisfaction.
- Reviewing quotation and approving payments
- Identifying clients' requirements and expectations for each event.
- Conceptualizing and implementing event concepts and themes.
- Preparing event budgets, quotations and processing invoices.
- Coordinating all logistical elements of the event.
- Managing set-up, tear-down, and clean-up operations.
- Anticipating attendee needs and making preparations against potential risks.
- Developing post-event reports on the effectiveness of each event.
- Coordinated and executed a range of events, including corporate meetings, weddings, conferences, and special occasions.
- Liaised with clients to understand their event objectives, preferences, and budget
- Sourced and negotiated with vendors, such as caterers, venues, entertainers, and decorators.

- Created detailed event proposals and timelines to ensure all elements are aligned with client expectations.
- Managed event budgets, ensuring cost-effectiveness and client satisfaction.
- Any other duties allocated.

Job Specifications and Qualifications

- Bachelors Degree in Event Management, Hospitality, Communication, Business Management, or related field.
- At least 3 years experience with a track record of successful events.
- Certifications in event planning or related fields.

Key Competencies

- Highly organizational and multitasking abilities.
- Expert time management skills.
- Impeccable attention to detail.
- Being a motivated self-starter.
- Creative thinking and problem solving.
- Financial savvy, with the ability to adhere to plan budgets.
- Strong communication and interpersonal skills.
- Ability to work under pressure.
- Impeccable attention to detail.
- Strong customer service skills.
- Leadership and teamwork abilities.

If interested in the position and meet the above requirements, kindly send your CV on or before **18^h June 2024** to the email careers@emergeegressconsulting.com and indicate the position applied for in the subject line.