

HIN BUS DEPOT.

# Event Coordinator

## Responsibilities & Requirements

# Responsibilities

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1. The job has a wide range of responsibilities and requires a broad and deep skill set that includes finance, interpersonal and communication skills, planning, and technology:
  - a) Assisting event manager
  - b) Basic administrative work
2. Plan and run in-house events, e.g. Garage sales, Paint jam 2.0.
3. Coordinating all event rental client enquiries.
4. Handling enquiries, meeting clients, and making arrangements for event bookings, including coordinating on-site setup.
5. Producing strategic marketing for in-house events with our designer.
6. Upkeeping and updating our space inventory and listing.
7. Collecting event details from outlets for our monthly newsletter.
8. Notifying outlets about events in our shared space.
9. Documenting events, including writing reports and filing.
10. Handling basic accounting, including preparing quotations, invoices and agreements for event bookings.
11. Monitoring budgets for each event so that funds are strategically utilised.
12. Oversee all the logistics of an event.
13. Responsible for ensuring that vendors perform their jobs adequately. Some such vendors include florists, caterers, musicians, videographers, photographers, cleaning professionals, landscapers and disc jockeys.
14. Creating and managing event budget.
15. Responsible for producing an outline of the event's needs. This outline includes such details as meeting space, lodging for guests, food and drink accommodations, telecommunications, audio-visual needs and transportation.
16. Event coordinators also draw up a contract for the client to sign, spelling out all of the details agreed upon.
17. When the event is over, the event coordinator may be responsible for documenting & archiving.
18. Assist gallery manager in executing exhibition opening.

# Requirements

1. One year working experience in the field or Diploma in Mass Communication, management, marketing or equivalent.
2. Good communication skills.
3. Fluent in English, Chinese and Basic Malay is fine. Word, excel, basic photo editing software.
4. Strong interpersonal relation skills excellent time management and organisation skills ability to handle stress and provide excellent customer service.
5. The ability to work well with people
6. Knowledge of the efficacy of all digital media channels
7. Self motivated and organised

Bonus:\_

1. Familiar with Graphic Design and Photography
2. Hosting skills
3. Proof of event coordinating experience

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Send us your resume to  
[events@hinbusdepot.com](mailto:events@hinbusdepot.com)

\*Start Immediately