



Job Description

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Job Title Senior Coordinator: Events	Job Location Dar es Salaam	Category Business Consultant, Event Management
Job Type Full Time	Job level Intermediate	Industry Business Services / Consultancy, Events
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 2 Years
Secondary Industry Events: 2 Years	Primary Category Business Consultant: 2 Years	Secondary Category Event Management: 2 Years
Certificate -	Qualification -	

Summary

Senior Coordinator: Events is responsible for organising exceptional corporate events for Empower clients. Core duties include meeting with clients to discuss their needs, maintaining partnerships with vendors and caterers and overseeing the set-up, execution and cleanup of events

Responsibilities

- Providing support to clients by creating proposals for business events that meet their needs
- Coordinating with the venue management to select an appropriate site for the event
- Overseeing the development of a budget for the event, including all costs associated with venue rental, entertainment, catering, and other event element
- Developing marketing materials such as brochures, fliers, invitations, postcards, posters, ads in local newspapers, etc
- Arranging travel plans for speakers, performers & delegates who will be attending the event
- Coordinating with catering staff, including selecting menu items and crafting a custom food and beverage plan
- Planning the event's agenda, including time slots for each event activity and speaker, with breaks scheduled between events
- Managing the event staff to ensure that everything goes smoothly during the event
- Managing all aspects of the event planning process and coordinating with other departments to ensure that all details are taken care of

Education & Qualifications

- Degree in hospitality, public relations, management, or a related field

Requirements

- Tangible experience managing successful corporate events - portfolio will be required when attending an interview at Empower
- Experience in project management with a track record of successful events

Characteristics

- Excellent organizational skills with the ability to multitask under pressure
- Strong communication and interpersonal skills in English & Swahili

Reporting To

Manager: Brand

Driving Licence

Not Required

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