

JOB DESCRIPTION

Job title: Event & Activation
Report to: Group Manager
Work location: Full-time Remote

What we're looking for:

This role plays a critical part in research, build, grow and manage all brand events and activations. Do you have strong event project management skills to market and execute our diverse global events? We are looking for a problem-solving mindset who enjoys a fast-paced workplace, where you can own projects from start to finish.

Roles and Responsibilities:

- Plan and project manage events, including scripts, bookings, contracts, equipment, digital delivery as required, manage invite lists, catering etc. and attend events as required to ensure smooth delivery;
- Research and analyze the marketplace to keep up to date with developments in events delivery, use of technology etc. and make recommendations;
- Manage digital events and digital platforms, work with broadcast and event agencies as required;
- Create and maintain/monitor the budgets for events;
- Create and implement reports on follow up activity and successes following the completion of a campaign;
- Communicate effectively with other Business Development team members and other areas of the firm regarding forthcoming events, new event opportunities and ideas.

Education background

- B.A. or M.A. degree in business, media, marketing or any related fields.

Work experience:

- 1 - 3 years experience in events management, to include experience in planning, budgeting, follow up activities and reporting;
- Experience in high growth tech startups from early-stage is preferred.

Requirements:

Must have:

- An understanding of marketing campaigns, including planning for, implementation and evaluation;
- A confident, enthusiastic and flexible self-starter who is highly organized and able to prioritize workloads, manage multiple projects and negotiate deadlines, often working with people cross site and in virtual teams;
- Detail oriented, strong communicator/negotiator with excellent written and verbal coms, copywriting and proofreading skills;

- High level of proficiency in Microsoft Office Suite applications;
- Ability to catch new trends quickly, analyze data and market insights;

Nice-to-have:

- Experience in crypto and/or blockchain business;
- Experience in working in or scaling a team internationally.

Benefits:

- Remote working with a flexible schedule (40 hrs/week);
- Opportunity to work with talented individuals from all over the world in one of the hottest and fastgrowing industry;
- Generous sick leave and vacation leave;
- Competitive fiat salary and performance-based bonus.

How to apply:

Interested applicants please submit your CV by filling our Online Application Form. (**[CLICK HERE](#)**)

NOTE: There will be a quick English test included, so kindly arrange around 20 - 30 minutes to complete the test.