



BRITISH CONSULATE-GENERAL SHANGHAI

JOB VACANCY:

Expo 2010 Events Assistant

Position: Locally Engaged
Grade: LEIV
Contract duration: 7 months contract full time

Position Overview:

The UK Pavilion events team is looking to hire an Event Assistant to help with the coordination and administration of business events and VIP visits that are part of the UK Programme of events at Expo.

During the six months of Expo there will be over 150 VIP visits and 110 business events taking place in the UK Pavilion. It will be the responsibility of the Events Assistant to support both the VIP visits team and the events team in the successful execution of business events and VIP visits during the duration of Expo.

Based in the UK Pavilion throughout Expo, the Events Assistant will be responsible for managing and updating all information in regards to events and VIP visits both internally for staff, for stakeholders, suppliers and also externally to the general public via our website calendar.

The Events Assistant will be involved in supporting the VIP Events Manager in coordinating the visits of VIPs including senior government officials, business leaders and celebrities.

The Events Assistant will also support the Event Manager of the UK pavilion in the planning and execution of a wide spectrum of business events located in the VIP Suite of the UK Pavilion.

Required Skills:

The successful candidate will have previous experience in being involved in events preferably with previous hands on experience in their execution. Excellent data management skills and accuracy are essential for this role. The ability to multi task and work under pressure. Excellent spoken and written English, fluent spoken and written Mandarin.

This will be a 5 day working week which will include working on a Saturday.

Location:

Shanghai

Application Process:

Deadline for applications is 17:00 hours Wednesday 10th March 2010. The British Consulate General is an equal opportunity employer and people with disabilities are encouraged to apply. Each application will

be considered carefully. We thank all applicants for their interest, but only candidates short-listed for interview will be contacted. All interview shortlisted candidates will have to undergo a competency based interview. If you are interested and meet the above-stated criteria, please send your CV together with a one-page of A4 letter explaining why you think you are suitable for this position (please clearly mark the position applied for under the “subject” title of your email), to Sami Hamid: sami@ukshanghaiexpo.com. Basic gross salary is RMB6226.66. This is a seven month full time position starting immediately concluding 31st of October.