



BRITISH CONSULATE-GENERAL SHANGHAI

JOB VACANCY:

Expo 2010 Events Manager

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

Job Summary:

The Expo 2010 Events Manager will be the key point of contact for all VIP & Business events taking place outside of the UK Pavilion. The UK Programme at Expo 2010 includes hundreds of meeting and events which will be taking place, at the UK pavilion, at Club UK, at cities across China and online (www.ukshanghaiexpo.com). The Expo 2010 Events Manager will manage 'Club UK' a downtown networking hub which serves as a vital link for all UK Programmes taking place in Shanghai.

Responsibilities:

Reporting to the Director of VIP & Business Programmes this role involves:

- Management of 'Club UK' ---the UK Pavilion's downtown executive lounge for meetings and events
- Assisting the Events Director with coordination of the UK's National Day, taking place on September 8
- With assistance from the Events Coordinator, management of the UK Programme of events online calendar and internal event databases
- Working with the Marketing, Communication and Press Team on ad hoc projects

Key tasks would include:

- Management of booking space for Club UK from all UK Pavilion stakeholders
- Management of VIP transportation between the UK Pavilion and Club UK
- Liaising with the JW Marriott Tomorrow Square to manage Food & Beverage services within Club UK
- Liaising with VIPs and guests staying at the JW Marriott or attending events
- Maintaining systems of coordination to keep stakeholders informed of programme developments through a network of internal databases, newsletters and the online programme calendar

Required skills and experience:

- Excellent customer service skills
- Experience in managing VIPs and high level delegations
- Experience of managing event data and online calendars
- Strong attention to detail
- Proven ability to multi-task in a high pressured environment
- Strong coordination, communication and interpersonal skills
- Previous experience in marketing, communication or press functions
- Strong project management skills
- Ability to problems solve and meet tight deadlines

- Excellent spoken and written English
- Ability to speak Mandarin is advantageous

Terms:

This is a seven month full time position starting on April 1st. Applicants will be required to work a 5-day flexible shift system which might include evenings and weekends.

Location:

Shanghai

Application Process:

Deadline for applications is 17:00 hours 11th 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 one page of A4 letter explaining why you think you are suitable for this position. Please also include your expected salary and availability. Please clearly mark the position applied for the under the 'subject' title of your email and address your email to: Director, VIP & Business Programmes at management.shanghai@fco.gov.uk