



## **Agensi Pekerjaan Career & You Sdn Bhd**

Career & U is an established Executive Search Company with superior track record for our existing portfolio of clients. Our existing portfolio of clientele, comprising a large number of companies (both local and multinationals), several of whom have been with us for many years.

As an Executive Search Company registered with Malaysia Ministry of Human Resources, Career & U has been providing services to multinationals and local corporates on a nationwide and regional basis. Our Executive Search team was borne out of years of experience in the recruitment field and inspired by a genuine desire to constantly improve our level of service to a growing number of clients. We search and identify quality candidates according to our clients' criteria and place such candidates on a temporary, permanent and contract basis with our clients.

Our client, a foreign event management company, is currently seeking for the following incumbent to be based in Malaysia.

### **General Manager - Events Management** (Kuala Lumpur)

#### **Responsibilities:**

- The successful incumbent will be based in Kuala Lumpur but must be willing to travel from time to time to Kuala Terengganu.
- The primary role is directly to the Chairman and Group CEO and has overall responsibilities in spearheading the planning & scheduling, organizing, managing and controlling the various aspects of the assigned projects.
- To direct, manage and monitor overall project schedule and budget, with regular project audits and tracking of project's progress and conduct project meetings.
- To manage and ensure vendor timely response to work schedule.
- Responsible for the budget preparation and control in line with the Company's strategy and goals.
- To liaise with Government authorities for approvals.
- To get sponsors for events or any other projects undertaken by the Company from time to time.
- To get airtime for coverage or any other projects undertaken by the Company from time to time.

- Making sure successful event held yearly or any other projects undertaken by the Company from time to time.
- Able to manage and lead a team.
- Any other duties that may assign when deemed necessary.

**Requirements:**

- Degree in Business Administration or equivalent with minimum 10 years of working experience in Event/Advertising Company and a minimum 5 years working at the senior managerial position.
- Strong leadership and management skills with experience in managing multi-discipline tasks.
- Proven experience in ability to lead and work in teams.
- Self-motivated, result oriented with good interpersonal skills and high level of integrity and professionalism.