

Marketing Operation Coordinator – Prime Quality Training

Job Position

Corporate training events and seminars at Prime Quality are handled at different phases across Production, Sales & Marketing, and Operation. As Operation coordinator, you shall be liaising directly with delegates attending our corporate training via email, telephone as pre-event operation, and flight directly to country of event when actual event commenced. You shall also be liaising with top class hotel venues where our actual events taking place, and be also responsible for other sophisticated logistics to ensure success of events.

Job Description

- Search and Liaise with hotels in events location to obtain hotel quotation.
- Negotiate with hotel about venue and accommodation
- Obtain ticket information and propose the most reasonable tickets price for trainer and event staffs.
- Prepare course documents including arranging, printing, sorting.
- Flight to event location, coordinate with hotel to run actual events (In Africa, Middle East, Asia Pacific)
- Collect actual feedbacks about events and handle to Director of Operation.
- Handle payment onsite
- Handle meal, accommodation enquiries of clients
- Others task follow The Manager's assignment

Job Requirement

- English IETLS 5.0 or TOEFL 543 or TOEIC 785 or BULATs 60 minimum required
- Prefer experience in Public relation /Marketing/ Branding/ Hospitality in B2B environment.
- Excellent communication and negotiation skills, confident, positive, result-oriented, disciplined and quick learner.
- Good looking and Healthy
- Possess an entrepreneurial spirit and good research skills; Problem solving skills, able to work independently, confident, positive, result-oriented, disciplined and quick learner
- Degree holder/ outstanding Diploma holder can be considered
- Able to travel hours to Africa, Middle East, Asia Pacific countries
- Work Location (Ha Noi Office)

Remuneration & Commission

- Salary (vnd 5 mil) + Commission Structure (from VND 2 mil up to VND 4 mil) + attractive promotion structure.
- 24 Leave days per year including Medical & Annual Leave
- Medical expense reimbursement up to \$100 per year
- Paid Public holidays, Travel insurance, travel allowance, accommodation, vaccination provided prior to each travel.

Contact: Ms Kate: 024. 32006294 / Email: kate.n@pri-qua.com