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## Convention & Exhibition - Manager

### Job Description:

- ❖ Coordinate with contractors and organizers to work out the details of assigned events, handle the event logistics and ensure all the arrangements are well-covered
- ❖ Monitor the on site changes to ensure organizers and contractors are following the SOPs set by company
- ❖ Monitor and handle the inquiry calls on a timely basis, conduct site inspection and necessary follow up for groups
- ❖ Produce accurate Banquet Event Orders and communicate the information to all involved departments to ensure smooth execution of each event
- ❖ Create and maintain updated information of all event documents

### Position Requirements:

- ❖ Bachelor degree holder is preferred
- ❖ At least 3 to 4 years of convention & exhibition industry experience; 2 years of managerial experience is required
- ❖ Strong communication skills and fluent in English, Mandarin and Cantonese
- ❖ Proficient at Microsoft Office application (Excel, Visio, Word, PowerPoint) and Delphi

Hotline: 8118 6293

If you are interested, please send your CV to [sclcareer@sands.com.mo](mailto:sclcareer@sands.com.mo)

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## Convention & Exhibition - Coordinator

### Job Description:

- ❖ To assist with Convention and Exhibition Managers to coordinate with guests to work out the details of assigned events
- ❖ Point of contact for site inspections from organizers/ event contractors prior to events
- ❖ Responsible in maintaining the accuracy of Banquet Event Orders
- ❖ To greet and meet the guests arrival and respond to guests on-site requests, coordinate between guests and internal departments to ensure services are delivered within timeframe

### Position Requirements:

- ❖ Diploma/ Bachelor degree holder is preferred
- ❖ At least 1 year of hotel and convention & exhibition industry experience is required
- ❖ Strong communication skills and fluent in English, Mandarin and Cantonese
- ❖ Proficient at Microsoft Office application

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