



BCD Group provides travel, meetings, events and incentives throughout 53 offices worldwide and an annual gross revenue of 16,5 billion euros. BCD Meetings & Events is part of the BCD Group and responsible for the management and execution of annual and project-based local, international and inbound events. BCD Meetings & Events Thailand manages events for pharma, tech, electronics and other customers. Through an advanced reconciliation and reporting process, we create clarity for marketers and events organizers about the performance of their events. BCD Meetings & Events is part of B-Concept Media Entertainment Group.

## **Sourcing & Operation Manager (International) Events – Thailand**

### Your Responsibilities:

- Manage and service different stakeholders.
- End to End Event Management and support.
- Provide support, planning and direction regarding daily operations and active meetings / events.
- Advise customers on project strategy, direction implementation and execution.
- Build relationships, source and negotiate agreements with hotels and suppliers.
- Ensure a correct task and project implementation within deadlines.
- Coordinate between participants, associations, stakeholders and suppliers.
- Ensure service and operational quality standards.
- Prepare pre-meeting documentation and provide to client within deadlines.
- Follow up, save and collect necessary application, travel and other documents.
- In-time and accurate data entry in various online systems, project reconciliation, project closure and reporting.
- Create pre-event and post event calculations for each project.
- Create a local financial debrief for sharing client after event.
- Other duties as assigned

### Our Expectations:

- Enthusiastic, passionate, results oriented, no 9-5 type.
- Thai nationality
- At least 5 years' experience in a project management role.
- Preferred experience within the travel, MICE, chamber or agency industry.
- Computer literate with MS Office, Google, and other online CRM, Project Management systems.
- Excellent verbal and written communication in English.

We'd love to get in touch in case that you believe that you are the right candidate. Please send your resume to [patoomporn@bcdme.co.th](mailto:patoomporn@bcdme.co.th)