



ROLE : EVENT SALES AND MARKETING - INTERNSHIP

Job Description:

- Assist in client enquiries, planning, coordinating, and executing business events (corporate, internal events or campaigns);
- To actively promote and market the event venue, engaging potential client and effectively managing inquiries;
- Support the sales team in preparing proposals, quotations, and client follow-up on leads;
- Coordinate with vendors, suppliers, and internal departments for event requirements;
- Assist in marketing activities, including social media updates, email campaigns, and promotional materials;
- Help maintain client databases and provide on-site support during events when required;
- Prepare post-event reports and feedback analysis
- To perform any other tasks as and when assigned from time to time.

Job Requirements:

- Under graduates who is undergoing last semester;
- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Business Studies/Administration/Event Management/ Business, Hospitality or equivalent with CGPA 3.0 above;
- Possess good communication skill, work ethics and attitude;
- Required language(s): English, Bahasa Malaysia, Mandarin. We are seeking candidates proficient in Mandarin to effectively communicate with Mandarin-speaking clients.
- The ideal candidate enthusiastic about hospitality, confident in engaging with clients, and motivated to deliver exceptional and memorable experiences for both corporate and private events are highly encouraged to apply;
- Computer literate with good knowledge of Microsoft Office, Marketing & Digital Skill, Knowledge in Audio Visual & Event Technology;
- Able to work proactively, good teamwork and reliable;
- Excellent interpersonal and communications skills;
- Good command of written and spoken English;
- Self-starter, independent, highly attentive to details and precise at work;
- On the job training will be provided;
- Possess own transport.

What we offer and what you gain:

A competitive allowance higher in the market with on-the-job training. Real industry exposure (events, property, business operation), hands-on experience with clients' projects, opportunity to convert to full-time position, mentorship and structured guidance.