

Role: **Events Executive / Sr. Executive**  
Reports to: **Head of Communications**  
Date: from 1 Aug 2017

**Summary:**

We are looking for a highly organised, creative and dynamic individual to join our team as the Events Executive / Senior Executive. The incumbent will play a pivotal role in the Communications Team in conceptualising and organising events ranging from workshops, to community outreach programmes, to fundraising events, and aid in driving brand awareness of Cancer Research Malaysia.

**Main Responsibilities:**

1. Conceptualise, plan and execute events organised by Cancer Research Malaysia.
2. Collaborate closely with external organisations and partners to drive fundraising and awareness events.
3. Assist Communications Manager in organising PR related activities.
4. Manage event logistics and vendors, including liaising and obtaining quotes, to ensure smooth organising and execution of events.
5. Plan and execute merchandising, including obtaining quotes from vendors, choosing and purchasing suitable merchandises, and ensuring corporate identity is maintained.
6. Work closely with Communications Manager and Digital & Online Communications Executive to identify trends / windows of opportunities to run quick awareness / fundraising campaigns.

**Requirements:**

1. Bachelor's Degree in any field but with minimum of 2 years experience in events management.
2. Agency experience is preferred.
3. Organised, detailed-oriented, able to think out-of-the-box, and able to work under pressure.
4. Previous experience in a Non-Profit Organisation is preferred.