

**Job Description:**

The Senior Event Executive supports the planning and execution of charity events, CSR programs, and outreach initiatives.

**Key Responsibilities:**

- Assist in planning and executing charity and CSR events
- Coordinate event logistics, timelines, budgets, and checklists
- Manage venue setup, volunteer scheduling, and event supplies
- Liaise with sponsors, vendors, and partners
- Support publicity efforts and event promotions
- Prepare post-event reports and photo documentation
- Build positive relationships with attendees and stakeholders
- Help promote the organization's image through events

**Requirements:**

- A diploma in the above fields may be accepted with significant relevant experience (3-5 years).
- Passion for social impact and community work
- Organized, responsible, and proactive
- Team player with good communication skills
- Experience in events is an advantage.
- Willing to work weekends or outside office hours during events.
- Ability to communicate in Malay, English and Mandarin is a must to effectively communicate with Mandarin-speaking clients.