



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

Events Executive

Your Job Responsibilities include, but are not limited to:

- Provide support and working closely with department superior and colleagues.
- Facilitate logistic arrangement for the activities, including liaising with Food & Beverage department on all catering requirements.
- Assist in the registration for functions and events.
- Increase attendance for activities and events.
- Maintain good contacts with vendors for sponsorship.
- Assist in developing and reviewing publicity materials by liaising with Marketing & Communications department.
- Coordinate meetings and logistical arrangement with partners.
- Provide feedback on improvement to programs, events, and activities organised.
- Coordinate and ensure the smooth running of events.
- Tracking and monitoring budgets, calendar of events to ensure projects are delivered on time.
- Assist in the preparation and distribution of Banquet Event Orders for upcoming events.

Required Qualifications & Experience:

- Preferably Diploma in Events Management or relevant qualifications.
- Able to work on weekends and public holidays.
- Excellent organisational and interpersonal skills.
- Maintain professionalism approach towards members and colleagues.
- Candidate must be creative, driven and results oriented.

Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:

tcrecruit@tanglin-club.org.sg

Employability Partner: NTUC's e2i (Employment and Employability Institute)