

Company Overview: Alangkaar Wedding & Events is a renowned company that provides a wide range of services such as wedding planning, photography, videography, decoration, couple photoshoot, gown and suit rentals, event planning, photography studio services, and marketing services. We are committed to providing excellent service to our clients and ensuring that their special day is nothing short of perfect.

Bilingual Event Coordinator (English and Chinese)

Job Description:

We are seeking a dynamic and bilingual event coordinator fluent in both English and Chinese to represent our company at the upcoming Xiamen Wedding Fair from December 17th to 19th. The successful candidate will play a crucial role in ensuring a smooth and productive experience at the event.

Responsibilities:

1. **Real-Time Reporting:**
 - Conduct continuous video calls with the CEO throughout the Xiamen Wedding Fair to deliver real-time updates and insights on the event proceedings.
2. **Supplier and Exhibitor Coordination:**
 - Compile a comprehensive contact list of suppliers and exhibitors participating in the Xiamen Wedding Fair, ensuring accuracy and completeness.
3. **WeChat Group Management:**
 - Facilitate seamless communication by establishing WeChat groups for each exhibitor.
 - Obtain vital information from exhibitors, including price lists, factory videos, product catalogues, and factory addresses.

Date: 17dec 2023

Duration: 6 hours

Pay: \$100 USD

Location: Xiamen

Requirements:

- Proficiency in both English and Chinese (Mandarin) languages.
- Excellent communication and interpersonal skills.
- Ability to conduct video calls and effectively represent the company.
- Strong organizational skills to compile and present a detailed contact list.
- Familiarity with WeChat and experience in creating and managing groups.
- Proactive and detail-oriented approach to gathering necessary information from exhibitors.
- Flexibility to work during the Xiamen Wedding Fair

If you meet the criteria and are excited about this opportunity, please submit your resume along with a brief cover letter outlining your relevant experience. We look forward to welcoming an enthusiastic individual to our team for this event!