

JOB DESCRIPTION

MANAGER, EVENTS

MARKET INTELLIGENCE AND STRATEGIC COMMUNICATIONS

- To initiate, identify and execute an annual programme of events that will support Labuan IBFC's marketing strategy and enhance awareness and understanding of Labuan as a preferred midshore international business and finance centre.
- To develop the content for the events proposed for marketing purposes, which may and may not involve external event coordinators where relevant, at the agreed budget and based on standard operating procedures.
- Responsible for all elements of event planning, including identifying event logistics and negotiating contracts.
- To organize the programme of events to the highest professional standards and to demonstrate professionalism at all times during the event roadshows and in any business, dealings involving external parties.
- To increase the number of contact points in the database and ensure that the data fields in the CRM are entered and updated accurately and segmented into relevant categories.
- Develop an understanding of promotional activities being conducted by competitive jurisdictions (e.g., Singapore, Hong Kong, Mauritius, Dubai, Cayman Islands, British Virgin Island, Jersey) and keep Labuan IBFC at the forefront of innovation in the activities we carry out.
- To liaise and coordinate with external parties relating to marketing activities such as roadshows, vendors, and other third-party service providers.
- Identify and develop relationships with key stakeholders towards a mutually beneficial aim.
- Manage the department budget and ensure all governance issues are adhered to.
- To undertake any other assignments to support the department/organization from time to time.

Requirements

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree or Master's Degree in Business Studies/Administration/Management, Marketing, Mass Communications or equivalent.
- Minimum of 8 years of directly related experience in the financial services industry.
- Proficient computer skills in Microsoft Word, PowerPoint, Outlook and Excel, and Salesforce preferred.
- Impeccable command of spoken and written English – this requirement is a prerequisite.
- Strong attention to detail, superior project management skills and ability to multi-task.
- Ability to follow through on tasks with minimal supervision while working in a fast-paced environment, often interacting with global or regional partners.
- A high level of maturity is a prerequisite.
- A collaborative approach to working as part of a team.
- An understanding of or experience in the offshore financial services industry would be a distinct advantage.
- Proficiency in Chinese (Mandarin) is an added advantage.
- Willing and able to travel (domestic and international).
- Please note that only Malaysians or those with a valid working permit in Malaysia will be considered.

For interested candidates, please email your updated resumes to hrpm@labuanfsa.gov.my.

ABOUT LABUAN IBFC

ASIA PACIFIC'S MIDSHORE INTERNATIONAL BUSINESS AND FINANCIAL CENTRE

Labuan International Business and Financial Centre (Labuan IBFC), Malaysia, through our internationally recognised yet business-friendly legal framework, is the preferred international business and financial centre in Asia. Established in 1990, Labuan IBFC is regulated by the Labuan Financial Services Authority (Labuan FSA), statutory Regulator under the purview of the Ministry of Finance, Malaysia.

As a midshore jurisdiction, we offer global investors and businesses the benefits of being in a well-regulated and supervised jurisdiction, which adheres to international standards of compliance in tax transparency. We also provide fiscal neutrality and certainty in a currency neutral operating environment. Labuan IBFC, located in the centre of Asia, boasts a cost-efficient enabling

environment making it an ideal location for substance creation for both global businesses looking at penetrating Asia or Asian entities aiming to go global.

Offering a wide range of business structures and investment solutions catered to cross-border transactions and international business dealings including fintech related solutions. We also provide services and solutions in niches such as risk management, commodity trading, reinsurance, wealth management, international business companies and Islamic financial services. Operating with clear and comprehensive legal provisions, guidelines and practice notes, enforced by a single regulator, Labuan FSA, Labuan IBFC provides an ideal jurisdiction for both corporates and high-net-worth individuals with international exposure.

To keep up with everything about Labuan IBFC, follow us on LinkedIn, Facebook or Twitter @LabuanIBFC. Alternatively, visit www.labuanibfc.com.