

Habib University

Job Description

Position Title	Assistant Manager, Events and Merchandise
Department	University Relations
Reporting Relationship	Head of University Relations

Scope of the Position

The incumbent will be responsible for managing events and merchandise for Habib University. He/she will conceptualize, plan, organize and execute different events including meetings, seminars, workshops, conferences, exhibitions, fairs, fundraising and social events etc. In addition, the incumbent will also be required to manage inventory, merchandize store; and deal with vendors and suppliers.

Summary of Key Functions

Key Responsibility & Duties

- Coordinating details of events with the concerned departments (Marketing, Admin, Security etc.) and liaising with them for their respective roles etc.
- Researching markets to identify vendors, suppliers, sponsorships and potential Marketing & PR activities, etc.
- Liaising with clients to determine precise event requirements, dates, venues and audiences.
- Producing detailed proposals for events including timelines, venues, suppliers, legal obligations, staffing and budgets etc.
- Maintaining records of budget expenditures for events,
- Maintaining a database of associates, activities, cost and schedules.
- Preparing presentations and reports as assigned.
- Ensuring that health and safety regulations are followed in events.
- Working with printers and designers to develop event invitations.
- Creating invitee list, sending out invitations and managing RSVP list.
- Coordinating event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations
- Organizing facilities for car parking, traffic control, security, first aid, hospitality and the media.
- Coordinating staffing requirements and staff briefings.
- Developing policies for exhibits by sponsor/partners.
- Developing pitches and execution plans for all partnered organizations.
- Liaising with clients and designers to create a brand for the event and organizing the production of tickets, posters, catalogues and brochures
- Overseeing the dismantling and removal of the event arrangements and clearing the venue efficiently
- Coordinating with all departments to create Events Calendar for upcoming months
- Keeping inventory of backdrops, projectors, computers, and other display materials
- Coordinating the design and development of Habib University merchandise and giveaways, as well as maintaining inventory of all such items
- Creation and approval of all budgets required for different levels of giveaways
- Managing supply chain time lines, inventory storage, quantity forecasting, distribution of

all giveaways as per requirements of requesting departments

- Maintaining and growing the campus store “Dukaan” to allow the campus population to have access to University merchandise such as tee-shirts, mugs etc.
- Generating revenue, creation and capitalization of potential sales opportunities and events, and minimizing merchandise and sales gaps
- Managing inventory and supply chain, minimum restock inventory, turnover timelines and all other necessary actions pertaining to the merchandise store
- Forecasting sales, inventory requirements and budget for each semester before start of each semester
- Maintain and manage sales team members.
- Performing other duties as required

Required Qualification, Experience and Skills

Qualification	Preferably, Masters in Marketing, Communication, Public Relations or related fields, or equivalent combination of experience, education and training
Experience	Minimum 2-3 years of relevant work experience.
Skills Required	<ul style="list-style-type: none">• Excellent planning, written and oral communication and interpersonal skills, co-ordination and prioritization skills, and proven capacity to undertake varied tasks simultaneously within stringent deadlines.• Must work well under pressure, ensuring the smooth and efficient running of an event.• Attention to detail and a flexible approach to work.