

SKILLS FRAMEWORK FOR TOURISM
SKILLS MAP - ASSISTANT EVENT EXECUTIVE/ASSISTANT PROJECT EXECUTIVE

| | | | | |
|---|---|--|--|--|
| Sector | Tourism | | | |
| Sub-Sector | Attractions/Meetings, Incentives, Conferences and Exhibitions | | | |
| Track | Event Management and Operations | | | |
| Occupation | Event Executive | | | |
| Job Role | Assistant Event Executive/Assistant Project Executive | | | |
| Job Role Description | <p>The Assistant Event Executive/Assistant Project Executive assists in the development of the event programmes and proposals and supports the delivery of the project plans. He/She is responsible for coordinating the project requirements detailed in the project plan, including lending support to manage delegates and ensuring a positive event experience.</p> <p>Well-organised and resourceful, he is meticulous and has excellent multi-tasking skills. He is able to handle the execution of multiple activities required by the project plans concurrently while working with the operations department. He is also able to make independent incremental improvements on the steps to execute project plans to enhance efficiency.</p> <p>He may be required to work irregular hours depending on the nature and schedules of the events. Frequent travels between office and event sites can also be expected to execute the events.</p> | | | |
| Critical Work Functions and Key Tasks | Critical Work Functions | Key Tasks | | |
| | Plan projects | Prepare documentation required for event proposals and project plan development | | |
| | | Support preparation of event communication plans | | |
| | Manage project delivery | Support the coordination of project outcomes in accordance to project plans | | |
| | | Research venues based on clients' requirements in collaboration with internal stakeholders | | |
| | | Prepare project progress reports including project budget utilisation status for project stakeholders | | |
| | | Provide support in troubleshooting any deviations to the project plans | | |
| | | Collaborate with internal stakeholders to support project delivery | | |
| | Manage post-event activities | Consolidate event performance metrics and post-event feedback from participants | | |
| | | Compile post-event feedback from event partners and clients | | |
| | | Compile information on industry best practices for event management | | |
| | Support human resource, technology and/or finance operations | Maintain records of departmental spending and budget utilisation for periodic reviews | | |
| | | Assist in scanning the environment for relevant technology applications to improve productivity and innovation | | |
| | | Provide feedback on usage of workplace technology | | |
| | Manage event space | Assist in regulating type and scale of events held on-site at the attractions | | |
| | | Assist in event boundary management and zoning of attractions sites | | |
| Coordinate collaboration efforts with business development department | | | | |
| | Technical Skills and Competencies | | Generic Skills and Competencies (Top 5) | |
| Budgeting | Level 2 | Communication | Basic | |
| Business Continuity Planning | Level 2 | Teamwork | Basic | |

| | | | | |
|--------------------------------|---|---------|----------------------|--------------|
| Skills and Competencies | Continuous Improvement Management | Level 2 | Interpersonal Skills | Intermediate |
| | Crowd Control and Planning | Level 2 | Service Orientation | Basic |
| | Events Planning and Management | Level 2 | Creative Thinking | Basic |
| | Market Research | Level 2 | | |
| | Productivity Improvement | Level 2 | | |
| | Project Administration | Level 2 | | |
| | Project Feasibility Assessment | Level 3 | | |
| | Project Management | Level 2 | | |
| | Proposal Writing | Level 2 | | |
| | Resource Management | Level 2 | | |
| | Service Excellence | Level 2 | | |
| | Stakeholder Management | Level 2 | | |
| | Strategy Implementation | Level 2 | | |
| | Systems Thinking Application | Level 2 | | |
| | Technology Application | Level 2 | | |
| | Technology Scanning | Level 2 | | |
| | Tourism and Economic Development | Level 2 | | |
| Vendor Management | Level 2 | | | |
| Programme Listing | For a list of Training Programmes available for the Tourism sector, please visit www.skillsfuture.sg/skills-framework/tourism | | | |

The information contained in this document serves as a guide.