

event coordinator

Responsibilities

- Assist in planning and organizing events in accordance with the client's requirements and the project's purposes.
- Help write, design, produce, and distribute PPB educational materials and social content for events and clients.
- Manage communications between PPB, partners, and the public.
- Provide customer services and take responsibility for sales and marketing activities.
- Coordinate with PPB staff and oversee all event operations.

Qualifications

- Experience in organizing/coordinating events (at any level).
- Good interpersonal, communication, presentation, and negotiation skills.
- Good management skills, teamwork, and problem-solving skills.
- Have an interest in plastic pollution and recycling.
- Fresh graduates are welcome
- Fluency in English and Thai

Submit your resume via Email to preciousplasticth@gmail.com
(Name your email title as "Job application" + event coordinator)