



British Chamber
of Commerce in Taipei

Job Title: Event Executive

Job Summary

The Event Executive acts as the project lead for the Chamber's diverse events portfolio, overseeing the end-to-end delivery of the annual Events Calendar. This role is responsible for the entire event lifecycle, from creative conception to on-site execution, while managing stakeholder relationships, external suppliers, and sponsorship development.

About the BCCT

The British Chamber of Commerce in Taipei (BCCT) is a prestigious organisation dedicated to fostering business relationships between the UK and Taiwan. We provide a premier platform for networking, knowledge sharing, and advocacy, offering our members the resources and opportunities necessary to scale their businesses and strengthen bilateral trade.

Key Responsibilities

- **Strategic Planning:** Develop innovative ideas for events and prepare well-considered proposals. Lead and deliver a varied annual programme that ensures a balanced schedule, avoiding both internal and external conflicts. Formulate thoughtful strategies for event planning that provide genuine value to all stakeholders, including members, sponsors, and attendees.
- **Project Lead:** Partner closely with the CEO to plan and review over 50 annual events, ranging from large-scale galas for 350+ guests to closed-door forums for 20 executives, including briefings, lunches, networking evenings, conferences, and charity events.
- **Event Strategy:** Define target audiences, select venues, set financial objectives, and craft comprehensive sponsorship plans for each initiative.
- **Logistics & Operations:** Oversee all on-site logistics, including floor plans, staffing, and supplier management to ensure seamless execution.
- **Financial Management:** Maintain strict budget control, negotiate with vendors to ensure cost-efficiency, and manage the P&L for each event.



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- **Sponsorship & Relations:** Develop compelling sponsorship packages and act as the primary point of contact for corporate sponsors.
- **Marketing Collaboration:** Partner with the Marketing department to coordinate event promotion, maximise media coverage, and ensure the Chamber's brand integrity is upheld across all touchpoints.
- **Committee Support:** Take responsibility for managing and facilitating specific Chamber Committee activities.

Requirements

- **Experience:** Proven track record in project management and event planning, with at least 1-3 years experience .
- **Competencies:** Exceptional organisational skills with the ability to multitask in a fast-paced environment.
- **Communication:** Excellent interpersonal skills with high proficiency in English (written and spoken).
- **Commercial Acumen:** Seeing the big pictures, problem solving, strong communications skills with stakeholders and experience managing budgets/P&Ls.

Benefits

- **High-Level Networking:** Unparalleled access to senior executives and decision-makers from leading multinational companies.
- **Dynamic Culture:** Join a rewarding, fast-paced environment where your work directly contributes to enhancing UK-Taiwan business relations.
- **Competitive Package:** Salary and benefits to be discussed during the interview process.