



DLG Asia Pacific Co., Ltd. is a young and motivated team that has the objective to create platforms to promote innovations and progress in agriculture in Thailand and Asia. We stand for teamwork, passion, quality and internationality. We offer an equal working environment where everybody counts and performance is recognized and valued.

We look forward to welcome you in our team as a

Project Assistant Exhibitions & Conferences

Your responsibilities will include:

- Supporting the Project Team of our main exhibitions and conferences in all phases of the project management and implementation
- Independent implementation of tasks and sub-projects of the events
- Invitation Management and onsite support of VIPs, buyers and speakers at our events
- Contributing to exhibitor and visitor sales: Database management, digital marketing, mailings, calls, presentations, industry events
- Customer service
- Market Research for new topics and target groups

Your qualification & experience:

- Bachelor's degree or higher in related field
- Minimum 2 years professional experience in conference/exhibition management, international business, sales, communications or agricultural sector
- Fluent in English and Thai (verbal and written); further ASEAN languages beneficial
- Passionate for events, organizing and networking
- Proficiency in Microsoft Office.
- Ability to work in a dynamic working environment and international team
- Very good organization skills with detail-oriented mindset
- Excellent interpersonal skills with the ability to work closely with partners and external customers
- Ability to handle multiple tasks under pressure and tight deadlines

For further information please contact Mrs. Katharina Staske (Managing Director DLG Asia Pacific Co., Ltd.)
Please apply via mail: k.staske@dlg.org

DLG Asia Pacific Co., Ltd.
c/o WeWork
88 The Parq Building, 8th Floor
Ratchadaphisek Road, Klongtoey Sub-district
Klongtoey District, Bangkok 10110
Thailand

Tel +66 936281896
www.dlg-asiapacific.com



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