



Top 5 most sought after event manpower roles in Singapore

There are many people who turn to part-time manpower agencies in Singapore to earn extra income during their spare time. For instance event manpower in Singapore, particularly MICE (Meetings, Incentives, Conferences and Exhibitions) events which tend to [Hire Event Assistants Singapore](#) to assist with various aspects of the event. Depending on the type of event, some roles will require more experienced part-timers who have worked for other similar events, or event talents and models might be required to represent a certain brand image.

However, if you are a newcomer who is applying for an event manpower role in Singapore you might not know what you are signing up for. That's why we will be showing you the top 5 most sought after roles by part-timers, based on a survey conducted and compiled by In D Grey.

Runner

The fifth most popular or preferred role is a runner or usually they are hired as event assistants or event manpower and you will have to read up on the job description or enquire to find out more. Events runner duties might vary depending on which supervisor or in-charge they are attached to. Most runners are usually deployed to assist with registration crew, their job is to help the registration crew to search for delegates name badges and bring them to their respective counters for the registration crew to tag the lanyards onto the name badges while attending to the delegates.

However, if a runner is attached to a specific supervisor, they will be tasked with ad hoc duties such as retrieving items or documents on behalf of the supervisor, or they will assist the supervisor with setting up and turning over rooms for different sessions.

As a result, many people would prefer this position because the roles and duties are pretty straightforward, and most of the time they only need to take instructions from one person. Hence, this role isn't very complicated if you follow the instructions carefully and do your job diligently.

Office Administration / Clerk

The fourth most sought after role is an office administrative position. They will usually [Hire Temporary Staffing Singapore](#) for this position as they usually require long-term commitment, and it varies from clerical tasks to sorting files and documents or packing of collaterals prior to events.

Most administration jobs are pretty straightforward and repetitive, especially with the office environment being an added comfort value. In contrast to being onsite and facing many delegate or event attendees, an office administration or clerical job does not require extensive customer service skills or human interaction while at work.

Booth Assistant

Coming up as the third most coveted role is the booth assistant, sometimes they are also hiring as brand ambassadors or event assistants, hence you will have to read the job description for more details. Most booth assistants are only required to manage a booth and adhere to a specific set of instructions and responsibilities. They usually help to keep the booth tidy, give out collaterals to passer-bys and assist the booth in-charge with any ad-hoc errands such as stocking up on collaterals and remembering some important information about the brand, products or services.

Consequently, there are expectations and conducts to be upheld by booth assistants, they are also responsible for representing the booth's brand image and identity while on the job. Hence, it is important to be well-mannered and friendly to everyone even while multitasking at the same time.

Ushering

The second most sought after role is an usher, sometimes this position can also be hiring for event assistants or event manpower so it is also important to read up on the job description before applying.

There are several types of usher duties varying by the scale of an event, some are less complicated than others. For example, there is the "seat usher" in conferences to usher attendees to fill up a room, or to help with identifying pocket seats for latecomers. Next, there is the "directional usher" which requires the venue knowledge of the event ground from wherever they are situated, such as the nearest restroom, nursing room and directions to various breakout rooms. Thus, it is basically directing people to where they are supposed to go, as well as being an "ask me" personnel to answer simple events related queries such as meals and session timings or parking coupons.

Registration

Lastly, the top most popular role among part-timers is a registration crew, similarly this position can also be hiring for event assistants or event manpower so read up on the job description before applying for the job.

As the name of this role already implies, it is basically the first access point before attendees can enter the event ground. Hence, this job requires constant exposure to people, and the crew has to be comfortable with speaking to multiple attendees registering for their name badges. This role requires the crew to be alert and meticulous at all times, as different events have slightly different ways of operating different registration systems.

About In D Grey.

In D Grey is Singapore's leading manpower and talent agency that specialises in part-time event manpower in Singapore. We provide reliable part-time event manpower, coordinators, casuals, surveyors, registration temps, ushers, packers, temperature scanners, admin assistants, talents, mascots, promoters, models and many more temporary staffing solutions.

At In D Grey, we help alleviate the frustrations of our clients and enable them to make better use of their time by customising our services to cater to their individual requirements. We strive to invigorate both the event and delegate experiences, with a team of trained, dedicated and dynamic crew to see the entire project through. We source, coordinate and plan according to the different needs, placing a heavy emphasis on our crew's relevant experiences, attitudes and aptitudes.

Our team believes that no two requests are the same, and work hand-in-hand with each and every one of our clients to optimise their budgets according to their needs.

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