

## Introduction

We started in 2008 with a strategy to do things differently. We have already made a difference in the market! Based in Macau, We're probably the company with better local knowledge in meetings and incentives.

DOC DMC MACAU specializes in incentive travel, meetings, and wine event planning and is well-known for processing extensive local knowledge, expertise and resources to provide professional design and implementation of events.

## How to apply?

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| <b>Job Title:</b>    | Project Assistant  |
| <b>Duration:</b>     | 6 calendar months (early January to end of June)   |
| <b>How to apply:</b> | Send your CV to <a href="mailto:bsimoes@doc-dmc-macau.com">bsimoes@doc-dmc-macau.com</a> |

## Job description:

- Administrative support related to finance.
- Prepare proposals and itineraries for Macau and Hong Kong and follow up with clients.
- Work with suppliers such as hotels, restaurants, travel agencies...
- Work in events.

## About DOC DMC Macau & Hong Kong

Our core business is Destination Management Company (DMC) and "Meetings and Events Planner". Other areas of business are Professional Congress Organizer (PCO) and "Wine Events Management and PR". For more details please visit [www.doc-dmc-macau.com/company-profile](http://www.doc-dmc-macau.com/company-profile)