



## Arinex Pty Ltd Senior Project Coordinator (Brisbane)

**ar**e you ready to...  
**in**vest in an...  
**ex**citing new career with...

**ARINEX** – Australia's leading conference, incentive and special events team?

We are the **Architects of Inspiring Experiences** and we invite YOU to apply for our exciting Senior Project Coordinator opportunity, based at our Brisbane office. As an integral member of our Conference Organising Team, you will assume overall responsibility for the successful planning and delivery of allocated projects in accordance with Arinex standards, whilst driving revenue and managing costs to maximise profit. This role will include client consultation, managing and developing a conference support team, managing budgets and above all delivering inspiring events for our clients.

### To be successful in this role you will have:

- Minimum 3 - 4 years' experience in Events Industry.
- Demonstrated project management experience in conferencing.
- Excellent client relations.
- Ability to prioritise and meet deadlines.
- Excellent negotiation and interpersonal skills.
- Exceptional communication skills both written and verbal.
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of an organisation.
- Exceptional attention to detail and accuracy.
- Strong organisational and planning skills.
- High level of personal and professional presentation.
- Demonstrated ability using MS Office applications and databases.
- Capacity to manage multiple events/projects at the same time.

### *Desirable*

- Tertiary qualifications in Hospitality, Event Management or other related discipline.
- Knowledge of the Arinex policies, procedures, products and services.
- Experience using EventsAIR, Salesforce or similar events / CRM software.
- Knowledge of venues, suppliers and destination products in Australia.

### You will have the opportunity to:

- Join a growth organisation with a renowned and reputable brand.
- Be part of an engaged and collaborative team; inspired to make a difference to our clients, partners and local communities.
- Organise and deliver world class events and enhance your career.
- Receive a competitive remuneration package. The salary range for this full time position is \$72,000 to \$75,000 inclusive of superannuation. Actual salary paid will depend on level of skills and experience of the successful applicant.



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## Inspired?

Submit your application with a cover letter (stating your salary expectations) and a copy of your current resume. **Follow this link to submit your application via LinkedIn:**

<https://www.linkedin.com/jobs/view/992099366/>

## About Arinex

The Arinex culture is dynamic, fast paced, fun and has a friendly team environment with like-minded people. As leaders in our field we pride ourselves on the ability to work hard both as a team, and also on our own, to achieve great things for our clients and our staff. We believe in developing our staff to achieve their full potential whilst having fun along the way. Staff are able to enjoy substantial training; professional development and promotion; advanced support systems and technology infrastructure; & travel experiences. We pride ourselves on providing a work environment that encourages a sense of identity and a sense of enjoyment.



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