



## Arinex Pty Ltd Accommodation Assistant (Sydney)

are you ready to...  
invest in an...  
exciting new career with...

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

We are the **Architects of Inspiring Experiences** and we invite YOU to apply for our exciting Accommodation Assistant opportunity, based at our head office in Sydney. As an integral member of the Accommodation team, you will assist with managing accommodation requirements for allocated events in accordance with Arinex standards whilst maximising profit.

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

- A strong customer service focus, with the ability to think outside the box.
- Working knowledge of the hotel industry is desired.
- Experience in hotel reservations is highly regarded but not essential.
- Excellent written and verbal communication skills.
- Strong organisational and negotiation skills.
- Exceptional attention to detail and accuracy.
- Demonstrated ability using MS Office applications and databases as well as events software.

### You will have the opportunity to:

- Assist Account Managers with tasks related to their conferences.
- Build and maintain relationships with Hotel Sales and Reservations staff on behalf of Arinex.
- Research accommodation and provide room block recommendations.
- Drive marketing initiatives and promote room sales for each conference
- Manage all daily activities that are required for all assigned conferences.
- Reconcile commissions and maintain statistical reporting.
- Be part of dynamic team; inspired to make a difference to our clients, partners and local communities.

### 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: [Accommodation Assistant - Apply Here](#).**

### 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.

