



ARINEX PTY LIMITED CONFERENCE ASSISTANT VACANCY

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 Conference Assistant opportunity, based at our Melbourne office. As an integral member of our Conference Organising Team, you will provide support to enable the successful planning and delivery of events including conference and program management and on-site operational logistics.

This is the perfect opportunity for someone with a passion for events and looking for a rewarding career in the industry.

To be successful in this role you will have:

- A strong customer service focus with excellent interpersonal skills.
- Ability to provide strong organisational and administrative skills, with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Demonstrated ability using MS Office applications and databases.
- Experience using Experience using EventsAIR or other similar software.

You will have the opportunity to:

- Be part of an engaged and collaborative team; inspired to make a difference to our clients, partners and local communities.
- Join a renowned and reputable brand.
- Organise and deliver world class events and enhance your career.
- Receive a competitive remuneration package.

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: [Conference 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.



Architects of Inspiring Experiences
Adelaide • Brisbane • Melbourne • Perth • Sydney