



Arinex Pty Ltd
Customer Service Assistant (Sydney)
6 Month Contract

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 Customer Service Assistant opportunity, based at our head office in Sydney. As an integral member of the Delegate Services team, you will assume responsibility for providing services to our event attendees. This role is a 6 month contract position that would suit those with a hospitality and/or call centre background, looking to diversify their career in the events 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.
- Ability to manage competing deadlines.
- Demonstrated ability using MS Office applications and databases.
- Experience using Experience using EventsAIR or other similar software.

You will have the opportunity to:

- Enhance your customer service or events experience within a renowned and reputable organisation.
- Learn how to manage all of the customer service aspects of Arinex Events (such as ticket sales, accommodation bookings, invoicing and payments, etc.) with the opportunity to manage your own projects.
- Embrace a busy role with challenging and rewarding experiences.
- 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 to hr@arinex.com.au

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