



ARINEX PTY LIMITED EVENTS COORDINATOR 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 Event Coordinator opportunity, based at our Melbourne office. As an integral member of our Conference Organising Team, you will assume responsibility for the successful planning and delivery of allocated events, including conference and program management and on-site operational logistics.

To be successful in this role you will have:

- Demonstrated event coordination or project management experience with an exception eye for detail to provide a first-class event.
- Excellent negotiation skills with the ability to communicate, present and influence credibly and effectively at all levels.
- A passion for budget management and a flair for thinking outside the square to maximise the success of the event.

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.

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: [Events Coordinator - 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