



## ARINEX PTY LIMITED SENIOR CONFERENCE COORDINATOR VACANCY

**ar**e you ready to...  
**in**vest in an...  
**ex**citing 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 Senior Conference Coordinator opportunity, based at our Head Office in Sydney. As an integral member of our Conference Organising Team, you will assume responsibility for all aspects of conference management in assigned conferences. 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:

- Demonstrated senior event coordination or project management experience with an exceptional eye for detail.
- 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.
- Tertiary qualifications in Event Management or related discipline is desirable.

### 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:** [Senior Conference 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.

