



Arinex Pty Ltd Executive 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 integral Executive Assistant opportunity, based at our head office in Sydney. As a cherished member of the Arinex family, you will assume overall responsibility for the exceptional administrative support to our Chief Executive Officer, whilst managing the day to day functions relating to effective office management.

Desired Skills and Experience

To be successful YOU will have:

- Substantial experience as a PA or EA in a corporate environment.
- Advanced MS office skills, specifically in Word, Excel and PowerPoint.
- The capacity to provide proactive and timely administrative assistance within a fast-paced environment, whilst upholding a calm and approachable manner.
- Excellent verbal and written communications skills and an eye for detail.
- A proven track record in managing travel and accommodation arrangements.
- The flexibility to work outside of core business hours from time to time.

You will have the opportunity to:

- Join a growth organisation with a renowned and reputable brand, at the forefront of our exciting industry.
- Be based in Sydney's CBD and embrace a diverse role with challenging and rewarding experiences.
- Be part of an engaged and collaborative team; inspired to make a difference to our clients, partners and local communities.
- 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: [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