



**ARINEX PTY LIMITED  
INTERNSHIP OPPORTUNITIES  
ADELAIDE OFFICE**

Founded in 1974, Arinex is Australia's leading event and conference management company. With over 40 years of experience, Arinex diligently advises clients while strategically creating and managing their conferences, meetings, incentives, conventions and exhibitions. Arinex is a global, full-service Professional Congress Organiser (PCO) with extensive industry knowledge of the Healthcare, Government, Association, and the NFP sector.

We are looking for interns to assist us within our Conference Organising department. This is a great opportunity for students looking to gain experience within the conferences and events industry in order to kick-start their career.

**Conference Organising Business Unit (Adelaide Office)**

Responsibilities include:

- Conference preparation documents e.g. project plan, venue matrix, event order, staffing schedules.
- Committee documentation e.g. agendas, action notes, general communications.
- Conference speaker management e.g. abstract process including communication with authors, preparation of papers for inclusion in program and publication.
- Conference delivery onsite e.g. registration, customer service, program management, bump in and bump out.

Skills/Attributes required:

- Strong written and verbal communication skills.
- Good organisational and prioritization skills.
- Excellent attention to detail.
- Positive "can do" attitude.
- Intermediate Microsoft Excel and Word skills.

**Hours of work:**

Internships run for a period of six months at a minimum of two days per week (days are negotiable).

**Applications:**

If you are looking for an opportunity to learn within a dynamic, fast paced and highly respected organisation, please submit a cover letter and your CV to [hr@arinex.com.au](mailto:hr@arinex.com.au)