



ARINEX PTY LIMITED VOLUNTARY INTERNSHIP OPPORTUNITY

are you ready to...

invest in an...

exciting new internship with...

Australia's leading event management organisation?

Join Arinex as the new **Delegate Services and Accommodation Intern** in our Sydney office!

As **Architects of Inspiring Experiences**, we invite you to apply what you've learnt in your studies in a professional context as our next Delegate Services and Accommodation Intern. Gain valuable hands-on experience within our Delegate Services and Accommodation department and learn from the leaders in this industry!

Founded in 1974, Arinex is a global event management company overseeing events from the traditional Professional Congress Organiser (PCO) aspect through to creating unique corporate experiences. Our extensive industry knowledge covers the Healthcare, Government, Association, as well as the NFP sectors. For over 40 years, Arinex has provided professional advice to our clients while strategically creating and managing their conferences, meetings, incentives, conventions, exhibitions and corporate events.

Learning opportunities include, yet are not limited to:

- Registering delegates, including taking bookings for accommodation, tours, and social events.
- Liaising with delegates, including responding to queries and promoting accommodation, tours, and social events.
- Managing accommodation block.
- Liaising with hotel representatives.
- Managing the delegate database.
- Assisting with onsite preparation.

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.

Internship Duration

Internships run for a period of six (6) months with a maximum of two (2) days per week (days are negotiable). 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

