



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 **Human Resources 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 Human Resources Intern. Gain valuable hands-on experience within our Human Resources 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:

Recruitment

- Handling the job advertisement process.
- Screen applications to ensure minimum requirements have been met.
- Shortlist applications and phone screening candidates.
- Organise interviews and provide feedback to candidates.
- Complete candidate reference checks.

Training

- Schedule orientation sessions for new employees.
- Assist with monitoring training and professional development.

Administration

- Prepare contractual documentation.
- Assist with managing employee database.
- Review and assist with updating HR policies and guidelines.
- General HR administrative duties.

Skills/Attributes required:

- Pursuing a degree in Human Resources or business related discipline covering Human Resources.
- Willingness to learn and develop your skills and knowledge.
- Excellent interpersonal, written and verbal communication skills.
- Good organisational and prioritisation 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



Architects of Inspiring Experiences
Adelaide • Brisbane • Melbourne • Perth • Sydney