



Arinex Pty Ltd
People and Culture Manager

JOIN ARINEX – Australia’s leading conference, incentive and special events company

Arinex (“architects of **inspiring experiences**”) is an award-winning company that offers a fresh approach to conference and event management solutions.

Arinex brings nearly 50 years’ experience working with national and global organisations to strategically develop, plan, sell and deliver world-class events across Australia, New Zealand and a range of other Asia Pacific and European countries. We are multiple event services rolled into one; a Professional Conference Organiser (PCO), a Digital Conference Organiser (DCO) and an event technology provider.

An exciting opportunity has arisen for a proactive, positive and energetic People and Culture Manager to join the Arinex team. Reporting to the Chief Financial Officer, this role is the perfect opportunity for an experienced People and Culture Manager that will work autonomously to support the business and manage the HR function. There is also a requirement to drive human resources strategies to foster inclusivity and a positive culture. We anticipate this to be a 3 day per week part-time role.

At Arinex you will have the opportunity to:

- Lead the implementation of strategies for appropriate workforce behaviour and improved staff management standards to assist in achievement of organisational performance and culture outcomes.
- Manage, develop and coordinate the HR and Admin functions on a day to day basis.
- Provide advice, information and guidance to managers with regard to Human Resources services, policies, procedures and legislative requirements.
- Work collaboratively with Managers to co-ordinate and participate in the recruitment and selection for permanent employees, including conducting interviews and reference checks to ensure teams are appropriately resourced and Arinex processes are followed.
- Provide advice and support to Managers on training programs to meet the learning and development needs of the business and its employees and coordinate the training with internal or external providers.
- Manage our Graduate and Internship development programs
- Build and maintain relationships with tertiary institutions to promote Arinex as an attractive employer in the meetings and events industry.

To be successful in this role you will ideally meet the following criteria:

Essential:

- Minimum 5 years’ experience, including experience in a broad generalist HR role.
- Relevant tertiary qualifications, including Workplace Health and Safety qualification
- Demonstrated experience in recruitment and on boarding.
- Thorough working knowledge of Fair Work Australia legislation.
- Ability to manage complex and confidential information.
- Excellent verbal and written communication skills.
- High level administration and organisational skills with strong attention to detail.

- Demonstrated ability to build relationships with a consultative approach.
- Proficient Computer skills – MS Word, Excel, Powerpoint and Outlook
- Be value driven and have a true passion for working with people, and seeing staff as an organisation's biggest asset

Desirable

- Cert IV in Training and Assessment
- Background in Events / Hospitality

In addition to a supportive and engaging working environment, our staff enjoy a range of benefits including:

- Flexible working arrangements
- International and National travel opportunities
- Monthly and annual staff excellence awards
- IATA Airline Membership Benefits (after 6 months of employment)
- Industry rates for travel, accommodation and activities
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units
- Offices located in Sydney, Brisbane, Melbourne and Perth

Apply Now

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](#)

Remuneration will be negotiated in line with your experience.