



**Arinex Pty Ltd**  
**Senior Conference Coordinator (Melbourne)**  
**7 Month Contract**

*Are you ready to take your event management career to new heights within 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 exciting Senior Conference Coordinator opportunity, based at our Melbourne office.

As an integral member of our Conference Organising Team, you will assume responsibility for all aspects of conference management. This role is a 7 month contract and will include client consultation, managing and developing a conference support team, managing budgets and above all delivering inspiring events for our clients.

If organising inspiring events, driving a winning team and growing your career excites you, we would love to meet you.

**To be successful in this role you will have:**

- Demonstrated complex event management or project management experience with an exceptional eye for detail.
- Excellent negotiation skills with the ability to communicate, present and influence credibly and effectively at all levels.
- A passion for budget management and a flair for thinking outside the square to maximise the success of the event.
- Tertiary qualifications in Event Management or related discipline is desirable.

**You will have the opportunity to:**

- Own and thrive in a busy and fulfilling role within a supportive environment, dedicated to professional development and enabling you to excel.
- Join a growth organisation with a renowned and reputable brand.
- Be part of an engaged and collaborative team; inspired to make a difference to our clients, partners and local communities.
- Organise and deliver world class events and enhance your career.
- 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**

Arinex has built a respected reputation for delivering inspiring experiences and total event solutions over four decades. The Arinex culture embraces a fast pace that encourages innovation and imagination. We are a culturally diverse and a creative community of industry experts. As leaders in our field we pride ourselves on the ability to work smart to achieve great outcomes for our clients and our staff. We believe in developing our staff to achieve their full potential whilst having fun along the way. Staff enjoy substantial training; professional development and promotion; advanced support systems and technology infrastructure; and travel experiences. We pride ourselves on providing a work environment that encourages a sense of identity, achievement and enjoyment.



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