



Arinex Pty Ltd  
Accommodation Manager (Sydney)  
Full Time Position

**Are you a talented Accommodation Manager looking to progress your career with an industry leader?**

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. As leaders in their field, Arinex are proudly the first Carbon Neutral Event Management Company in Australia.

We are looking for an **Accommodation Manager** to hit the ground running overseeing the day to day operations of our accommodation and delegate services team. This role provides the opportunity for you to develop your leadership and exceptional customer service talents, assuming responsibility for providing accommodation and delegate services to our conference delegates.

This role is a full time position, based in Sydney that would suit those with experience in the events or hospitality industry seeking to progress their career with an industry leader.

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

- Minimum 3 years' experience in accommodation (sales, group reservations).
- Sound knowledge of the accommodation industry (including standard hotel policies and reservations procedures).
- Demonstrated ability to understand and manage budgets.
- Excellent negotiation and interpersonal skills.
- Excellent written and verbal communication skills with exceptional attention to detail.
- Ability to be solutions focused.
- Strong organisational and planning skills with the ability to prioritise and meet deadlines
- High level of personal and professional presentation.
- Ability to think strategically with proven execution excellence.
- A creative approach to problem solving who has demonstrated innovation in your career highlights
- Demonstrated ability using MS Office applications and databases.
- Experience using EventsAIR or other similar software is required.

**You will have the opportunity to:**

- Provide strategic direction to enable continuous improvement and industry best practice.
- Enhance your customer service or events experience within a renowned and reputable organisation.
- Manage all the customer service and accommodation aspects of events, your own team and portfolio of projects.
- Embrace a busy role with challenging and rewarding experiences.
- Be part of dynamic team; inspired to make a difference to our clients, partners and local communities.



Architects of Inspiring Experiences  
Brisbane • Melbourne • Perth • Sydney

- Contribute to systems and procedural changes to achieve efficiencies, service, greater profitability and continual improvement.
- Nurture all company, industry and affiliate business relationships with view to new business opportunities.
- Work closely with the project team to develop and implement suitable accommodation types and room blocks, budgets and tailored marketing plans to maximise materialisation rates.
- Develop and negotiate preferred agreements, room blocks, contractual terms, conditions and rates with relevant accommodation providers for assigned conferences to maximise profit to Arinex.
- Manage all accommodation requirements with clients and project teams, including updating project budgets and forecasts.
- Investigate and stay informed on our competitors and new accommodation providers in major Australian cities and provide updates on developments.
- Participate in all required event related meetings and proactively provide input regarding marketing activities to increase accommodation sales.

In return, we offer the chance for you to work with a talented team, in a dynamic working environment, where you'll have the opportunity to enhance your skills and your career with an industry leader.

### **Benefits of working at Arinex:**

- Flexible working arrangements - opportunity to work from interstate and international locations
- Monthly and annual staff excellence awards
- IATA Airline Membership Benefits (after 6 months of employment)
- Industry rates for travel, accommodation and activities
- International and National travel opportunities
- Paid volunteer time programs
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units

### **Inspired?**

***Apply now!*** All applications should be supported with a cover letter and a copy of your current resume. Remuneration will be negotiated in line with your experience.

For an informal and confidential chat about the role or to find out more information about working at Arinex, please contact Rebecca Swanson, People & Culture Manager at [hr@arinex.com.au](mailto:hr@arinex.com.au) or +61 2 9265 0724

### **About Arinex**

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.

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 our 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. We pride ourselves on providing a work environment that encourages a sense of identity, achievement and enjoyment.