



Arinex Pty Ltd Conference and Events Assistant

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 seeking a passionate and highly organised **Conference and Events Assistant** to join our skilled Conference Organising team in our **Melbourne or Perth office**. You will have the opportunity to advance your existing event coordination skills within a fast paced, fun and supportive environment. You will work on and learn from exciting international, national and virtual conferences across remarkable venues in Australia, whilst maximising your coordination skills in event and program planning, virtual event coordination, supplier and venue management and event marketing.

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

To be successful in this role you will have:

- Experience in events, hospitality or equivalent role is highly regarded, but not essential.
- A passion for seeing client's vision and goals succeed.
- Ability to work on multiple competing priorities, with exceptional attention to detail and accuracy.
- Strong team player qualities.
- Excellent written and verbal communication skills.
- Experience in using Office 365 and EventsAir or other similar software is desirable.
- Tertiary qualifications in Event Management or related discipline is desirable.

Your day to day tasks will be varied, and may include:

- Answering delegate enquiries and liaising with speakers.
- Setting up and meeting with clients, including agendas and action notes.
- Developing and implementing marketing plans (in kind arrangements, design of content, social media etc).
- Managing end to end program requirements, including abstract submissions and coordinating invited speakers and VIPs.
- Support and facilitate the management of virtual and hybrid events, utilising the latest event technology.
- Venue research and liaison.
- General day to day administration to progress planning of the event.
- Working collaboratively across multiple departments to ensure the success of the event.



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You will have the opportunity to:

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

Inspired?

To be considered for this role, please use the following link to download and complete the application form: [Arinex Application for Employment](#). Then submit this application form as a MS Word file, with a Cover Letter and CV 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.



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