



**Arinex Pty Ltd**  
**Customer Service Assistant (Sydney)**  
**6 Month Contract**

**ar**e you ready to...  
**in**vest in an...  
**ex**citing new career with...

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 Customer Service Assistant opportunity, based in our head office in Sydney. As an integral member of the Delegate Services team, you will assume responsibility to provide registration services for our conference delegates. This role is a 6 month contract position that would suit those with a hospitality and/or call centre background, looking to diversify their career in the events industry.

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

- A strong customer service focus with excellent interpersonal skills.
- Ability to provide strong organisational and administrative skills, with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to manage competing deadlines.
- Demonstrated ability using MS Office applications and databases.
- Experience using EventsAIR or other similar software is desirable.

**You will have the opportunity to:**

- Enhance your customer service or events experience within a renowned and reputable organisation.
- Learn how to manage all the customer service aspects of events, with the opportunity to manage your own 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.

If this job opportunity is sparking an interest for you, we encourage you to apply! All applications are to be supported with a cover letter (covering your relevant experience and stating your salary expectations), along with a copy of your current resume. Please send your application to [hr@arinex.com.au](mailto:hr@arinex.com.au)

**About Arinex**

The Arinex culture is dynamic, fast paced, fun and has a friendly team environment with like-minded people. As leaders in our field we pride ourselves on the ability to work hard both as a team, and also on our own, to achieve great things for our clients and our staff. We believe in developing our staff to achieve their full potential whilst having fun along the way. Staff are able to enjoy substantial training; professional development and promotion; advanced support systems and technology infrastructure; & travel experiences. We pride ourselves on providing a work environment that encourages a sense of identity and a sense of enjoyment.



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