



Arinex Pty Ltd
Delegate Services Coordinator (All Cities)
Full Time Position

are you ready to...
invest in an...
exciting new career with...

Australia's leading conference, incentive and special events team **ARINEX!**

Are you a customer service specialist looking to diversify your career in the events industry?

We invite you to apply for our exciting **Delegate Services Coordinator** role and join our dynamic Delegate Services Team. This role provides the opportunity for you to develop your customer service talents providing registration and accommodation services for our conference delegates. This role is a full time position that would suit those with a hospitality and/or call centre background seeking an entry path into 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.

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



Architects of Inspiring Experiences
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- 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 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 are the first Carbon Neutral Event Management Company in Australia and 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.