



Arinex Pty Ltd
Delegate Services Manager (Sydney)
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 talented Delegate Services Manager looking to progress your career with an industry leader?

We are looking for a **Delegate Services Manager** to hit the ground running overseeing the day to day operations of our delegate services team. This role provides the opportunity for you to develop your leadership and exceptional customer service talents, assuming responsibility for providing registration and accommodation services to our conference delegates. This role is a full time position, based in Sydney that would suit those with experience in the events industry seeking to progress their career with an industry leader.

To be successful in this role you will have:

- A strong customer service mindset with excellent interpersonal skills.
- Ability to provide strong people leadership with exceptional attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and competing deadlines with demonstrated learning/change agility.
- 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:

- Enhance your customer service or events experience within a renowned and reputable organisation.
- Manage all the customer service 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.

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)



Architects of Inspiring Experiences
Brisbane • Melbourne • Perth • Sydney

- Industry rates for travel, accommodation and activities
- International and National travel opportunities
- Volunteer time off 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 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.