



**Arinex Pty Ltd**  
**Administration and Event Coordinator (Sydney)**

*An exciting opportunity for a high performing administrator with a passion for events with Australia's leading professional conference organiser.*

We are currently looking for a highly organised and creative **Administration and Event Coordinator** to join our skilled team in Sydney. This is a dual role, where you will have the opportunity to advance your administration and event coordination skills within a fast paced, fun and supportive environment. You will work on and learn from exciting international and national conferences; primarily focusing on assisting Australia ICOMOS (International Council on Monuments and Sites) with administrative duties to support their membership and the *ICOMOS 20<sup>th</sup> Triennial General Assembly* to be held in Sydney in October 2020.

The following links provide further information on Australia ICOMOS <https://australia.icomos.org/> and ICOMOS <https://www.icomos.org/en>

If you are looking to excel your administrative career, within a creative and inspiring organisation, we would love to hear from you.

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

- Experience within administration, event coordination or equivalent role.
- Strong interpersonal skills, with the ability to communicate, present and work effectively with stakeholders at all levels.
- Proven ability to think outside the square, with a solution focus.
- Solid planning, organisational and administrative skills, with the ability to prioritise and meet deadlines.
- Excellent written and verbal communication skills, with exceptional attention to detail and accuracy.
- Demonstrated ability using MS Office applications and databases.
- Knowledge and interest in cultural heritage and international affairs is desirable.

**You will have the opportunity to:**

- Join a growth organisation with a renowned and reputable brand.
- Be part of an engaged and collaborative team; inspired to make a difference to our clients, partners and local communities.
- 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.



**Architects of Inspiring Experiences**  
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