



Arinex Pty Ltd
Marketing Coordinator (Sydney)

Are you driven, ambitious and seeking a role with an industry leader offering career progression?

Is working with a talented team and connecting with clients from an array of industries in Australia and internationally an exciting step forward in your career path?

JOIN ARINEX – Australia’s leading conference, incentive and special events company

Arinex (“architects of **inspiring experiences**”) is an award-winning company that offers a fresh approach to conference and event management solutions. As leaders in their field, Arinex are proudly the first Carbon Neutral Event Management Company in Australia.

We are currently looking for a **Marketing Coordinator** to join our dynamic Sponsorship and Exhibitions Team. This role provides the opportunity for you to develop your marketing, research and sales talents in a supportive and flexible environment assuming responsibility for the management and execution of sponsorship and exhibition marketing campaigns across multiple channels – including EDMs and social media.

At Arinex we pride ourselves on supporting our team’s ongoing personal and career development through extensive training programs and promoting from within first. This is a full time position based in Sydney with career progression opportunities within our Business Development, Sales and/or Marketing business units, located across Sydney, Melbourne, Brisbane or Perth offices.

At Arinex you will have the opportunity to:

- Join a high-performing and dynamic team of event professionals.
- Gain exposure to a wide range of clients, industries, events and conferences.
- Input ideas and initiatives to continually improve our service offering and exceed our client objectives.
- Enjoy a positive and fun team environment, with a supportive and collaborative approach to working.
- Continually progress and develop your career through training and skills programs.

To be successful you will have:

- A high degree of initiative, with 2 years’ experience in research, marketing or copywriting.
- The ability to recognise opportunities and act on them.
- Strong research, marketing and written communication skills.
- The ability to manage multiple projects and competing deadlines with demonstrated learning/change agility.

- A creative approach to problem solving who has demonstrated innovation in your career highlights.

To be successful you will be:

- Able to manage and execute sponsorship and exhibition marketing campaigns across multiple channels – including EDMs and social media.
- Driven to excel in the role and motivated to invest in your professional development.
- Highly organised with solid administration skills, and exceptional attention to detail.
- A confident communicator with excellent verbal and written communication skills.
- Able to conduct market research into specific niche topics and industry trends.
- Able to identify and develop a network of contacts in researched niche.
- Able to create and develop relevant, engaging sales collateral.
- Comfortable working autonomously in a supportive, collaborative environment.

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.
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units.

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 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.