



Arinex Pty Ltd Event Coordinator (Sydney)

Are you ready to take your event management career to new heights within 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 Event Coordinator opportunity, based at our Head Office in Sydney.

As an integral member of our Incentives and Special Events Team, you will have the opportunity to advance your existing event coordination skills within a fast paced, fun and supportive environment. You will maximise your coordination skills in event planning and support the delivery of unique and memorable experiences for a diverse range of clients.

If organising inspiring events within a winning team and growing your career excites you, we would love to meet you.

To be successful in this role you will have:

- Demonstrated experience within an Event Coordinator or equivalent role.
- 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.
- Tertiary qualifications in Business, Tourism, Event Management or related discipline.
- Experience using EventsAIR or other similar software 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?

Submit your application with a cover letter (stating your salary expectations) and a copy of your current resume. **Follow this link to submit your application 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
Brisbane • Melbourne • Perth • Sydney