



Arinex Pty Ltd
Events and IT Systems Administrator (Sydney)

Are you ready to take your 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 Events and IT Systems Administrator opportunity, based in our Sydney office. As an integral member of the Technology team, you will be responsible and accountable for delivering local and remote corporate IT support, event technology support and assist in IT project delivery across all aspects of the business. This is an exciting opportunity to develop, manage and deploy technology solutions in our fast paced and energetic organisation. This position is ideal for graduates or current junior systems administrators, looking to further develop their skills and gain experience in project management.

To be successful YOU will have:

- Tertiary qualifications in Information Technology or other related discipline.
- Positive "Can do" attitude.
- Solution focus with excellent problem-solving skills.
- Outstanding verbal and written communication skills.
- Commercial mindset and good negotiation skills.
- The ability to build relationships and trust with internal and external stakeholders at all levels.
- Experience in providing technology support and services and knowledge or experience within the conference and events industry delivering IT/AV solutions will be highly regarded.

To be successful in the role YOU will be:

- Highly organised with excellent prioritisation skills. Able to think on your feet and act quickly within a fast-paced environment.
- Willingness to self-educate and remain current with the latest technologies relevant to your role.
- Extremely customer focused with the ability to provide level 1 and 2 technical support.
- Comfortable working autonomously or collaboratively within a small team environment.
- Willing to travel domestically when required and work outside of normal business hours.

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
Brisbane • Melbourne • Perth • Sydney • Auckland (NZ)