



Arinex Pty Ltd
Senior Event and Conference Coordinator (Melbourne, Brisbane and Sydney)

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.

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.

We are looking for a Senior Event and Conference Coordinator to join the team and hit the ground running with the management, support and delivery of several exciting events and conferences. The position sits within the Conference Organising Business Unit and you will be responsible for end-to-end management and support of key accounts and events.

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
- Travel nationally and internationally for site inspections, conference promotions and onsite event delivery
- 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 in this role you will ideally meet the following criteria:

Essential:

- Minimum 3 years’ experience in Events Industry.
- Demonstrated project management experience in conferencing
- Excellent client relations.
- Ability to prioritise and meet deadlines.
- Excellent negotiation and interpersonal skills.
- Exceptional communication skills both written and verbal.
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of an organisation.
- Exceptional attention to detail and accuracy.

- Strong organisational and planning skills.
- High level of personal and professional presentation.
- Demonstrated ability using MS Office applications and databases.
- Capacity to manage multiple events/projects at the same time.

Desirable

- Experience using EventsAIR or similar events software
- Knowledge of venues, suppliers and destination products in Australia.

In addition to a supportive and engaging working environment, our staff enjoy a range of benefits including:

- Flexible working arrangements
- International and National travel opportunities
- Monthly and annual staff excellence awards
- IATA Airline Membership Benefits (after 6 months of employment)
- Industry rates for travel, accommodation and activities
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units
- Offices located in Sydney, Brisbane, Melbourne and Perth

Apply Now:

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](#)

For an informal and confidential chat about the role or to find out more information about working at Arinex, please contact Melissa Murphy, National Operations Manager at mmurphy@arinex.com.au or +61 2 9265 0759.