

Administration Assistant – Conferences and Events

Dynamic sought after industry!
Varied role!
Flexibility available!

One of Australia's leading Conference and Event management companies, based in Collingwood, is looking to employ an energetic and enthusiastic individual to assist in administrative tasks related to the management of our client's large national and international congresses and meetings.

We are happy to offer flexibility to the right candidate demonstrating the required level of experience and commitment – this role would be perfect for anyone keen on achieving some work-life balance.

Reporting to the management team depending on operational requirements and upcoming events, responsibilities will include, but not be limited to:

- sourcing quotes and liaising with suppliers
- preparing and proof reading printed material
- assisting in marketing tasks
- preparing for onsite event management
- assisting on reception when required
- completing purchase orders

To be successful in this position, applicants should demonstrate:

- strong organisational, time management, and planning skills
- fabulous interpersonal and relationship building abilities
- a willingness to work to deadlines and sometimes under pressure
- meticulous attention to detail
- initiative
- advanced computer skills - Excel, Word, Powerpoint.
- a high standard of written expression (sentence formulation, grammar, spelling)
- flexibility

This role will commence on a 4-5 month contract basis, with a view to permanency. Hours of work would be 9.30am – 4pm (negotiable), Monday to Friday.

If you would like to use your advanced administration and organisational skills in an interesting and ever-changing industry and work sector, we welcome your expressions of interest ASAP!

To apply, please use the link provided, ensuring that includes your resume and a cover letter INDICATING YOUR SALARY EXPECTATIONS. Applications close on Monday April 14, 2008.

Good luck!!!