

Events Officer

Hays | Marketing • Ballarat VIC



Base pay

\$75,000 - \$82,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

07 May 2022



Expired On

15 Jul 2022



Category

Marketing & Advertising



Occupation

Federal Government



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Full job description

Your new company

This is your opportunity to work closely with the community in a position that offers opportunity and growth. If you are passionate about developing others and creating a fun and memorable atmosphere this is your opportunity to join a highly reputable organisation in Ballarat who are passionate about seeing those around them develop. You will be provided ongoing support and extensive collaboration opportunities.

Your new role

As the Events Officer will have overall responsibility for internal and external functions, and ensuring that they are conducted in a professional manner, enhancing the industry and community engagement objectives.

- Coordinate/organise events for all internal departments and also external clientele to ensure seamless delivery
- Work collaboratively with all key stakeholders
- Adhere to internal financial requirements including raising purchase orders and seeking appropriate financial approvals
- Perform detailed evaluations after each event keeping accurate records including photos, timing and details of the events for future reference.
- Ensure all key dates are updated with external booking information
- Ensure all external user group agreements and documentary evidence required
- Provide support to the leadership team to assist in the organisation and execution of events.

What you'll need to succeed

To be successful in this role you will be able to demonstrate the following, whilst bringing with you a creative sense, the ability to work collaboratively with others and liaising with team members to create fun and memorable events for the wider organisational community.

- Relevant experience in event coordination

- Demonstrated experience in coordinating a team in a manner which delivers high standards of service
- Excellent organisational, administrative, interpersonal and communication skills.
- Demonstrated experience in the duties required within a functions and events setting
- Coordinating a team in a manner which delivers a high standard of service

What you'll get in return

This is an exciting opportunity to join a role in post COVID-19 times where events are back up and running. You will play an important role in ensuring all events run smoothly and successfully, the opportunity to network with local providers, external & internal stakeholders with an attractive remuneration.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or contact Lucy Brennan on lucy.brennan@hays.com.au

If this job isn't quite right for you but you are looking for a new position, please contact Lucy Brennan for a confidential discussion on your career.

LHS 297508 #2647336