

Fast track your career in events



Senior Coordinator – Conventions and Events

All Occasions Group (AOG), SA's largest & fastest growing Business Events & Travel Management Company are offering an experienced person the opportunity to accelerate their career.

Drawing on your excellent organisational skills and professional manner, you will be responsible for coordinating and assisting with the successful delivery of domestic and international conferences and events for AOG's key client accounts.

To join our winning team, you will be:-

- ♦ energetic and self motivated,
- ♦ calm, methodical and detail focused under pressure,
- ♦ capable of managing multiple tasks and projects simultaneously,
- ♦ skilled in task and project management,
- ♦ capable of demonstrating strong written and verbal communication skills,
- ♦ equally comfortable as a team leader or team participant,
- ♦ detail oriented and proficient in editing and proof reading documents,
- ♦ competent in computer applications such as MS Word, Excel, PowerPoint & Publisher,
- ♦ experienced with at least 18 months in the industry,
- ♦ tertiary qualified in Business, Tourism, Events, PR or Marketing,
- ♦ a holder of a current drivers licence,
- ♦ dedicated to delivering a very high quality of client services and
- ♦ extremely well organised.

We will offer you: an attractive salary with individual & team based incentives, ongoing training, professional development and the opportunity to travel.

This full time position provides the opportunity to work in a vibrant, award winning team environment for a highly professional organisation that leads the field in conference, event and travel management services.

PREVIOUS APPLICANTS NEED NOT APPLY

To apply, please forward your application letter and resume by **30th June 2009**.

Email: renee@aomevents.com or by post to: Personal Assistant to the Director, All Occasions Group, 41 Anderson Street, THEBARTON, SA, 5031.

To discuss this position confidentially please contact Renee Meredith on 08 8125 2200.

Visit us at www.aomevents.com