

Senior Events Coordinator

- **Exciting opportunity exists to join the Events team in the growth phase of the VECCI Events calendar**
- **Exposure to a broad range of events and aspects of event coordination**
- **Great employee benefits**

The Victorian Employers' Chamber of Commerce and Industry (VECCI) is Victoria's leading multi-industry employer organisation. Victoria's largest most influential employer association, VECCI has effectively represented Victorian business interests for almost 160 years. VECCI continues to make its members more successful by providing opportunities for them to connect and collaborate through a calendar of networking events.

This role is responsible for the concept development, marketing activity, sponsorship activation and event delivery of assigned events within the VECCI events calendar. The events calendar consists of a variety of business networking series, educational events and major policy focussed forums throughout the year. Due to the growth and expansion of our events calendar, we are seeking an experienced event coordinator to assist our Events Manager in coordinating all facets of our events, including:

- Performing all administration tasks pertaining to each event including managing speakers, developing guest lists, negotiating venues, scheduling timetables, running sheets and MC notes;
- Developing and implementing marketing and promotional activities;
- Working closely with the marketing department to develop and activate the marketing strategy for each event;
- Liaising with key stakeholders;
- Managing and achieving budgets;
- Attending events to ensure customer expectations are met; and
- Assisting the Sponsorship department with the implementation and delivery of sponsorship activation.

The successful candidate will demonstrate the following key selection criteria:

- Tertiary qualification with a minimum of three to five years' experience in the events or marketing sector;
- A strong marketing background with demonstrated experience in developing and implementing marketing and promotional activities;
- Demonstrated success in event management with a particular focus on business to business events ideally related to industry specific or association events;
- Excellent interpersonal skills and the capability to identify and foster key internal and external relationships;
- Demonstrated ability to work well under pressure and adhere to strict deadlines;
- Ability to work autonomously or as part of a team and a capacity to make decisions with or without the direct guidance of a supervisor; and
- Working familiarity with Windows, databases, and a demonstrated understanding of communications technology.



Applying for this position

All applications should include a cover letter addressing the key selection criteria listed above. The Position Description for this role can be accessed via our website www.vecci.org.au, under About Us – Careers at VECCI or by emailing recruit@vecci.org.au.

Applications, including the covering letter referred to above, should be forwarded to Jane McKay at recruit@vecci.org.au, by COB on Friday 10 February 2012.

Please note the successful applicant will be subject to a satisfactory police check as a pre-requirement for selection.