

## EVENTS & ADMINISTRATIVE EXECUTIVE

*DMS Destination Marketing Services - the pioneer in delivering professional services to Australian and New Zealand incentive and conference event planners and leisure specialists, through our global network of tourism product.*

*Be a part of a boutique and progressive establishment that continues its growth while in it's 27<sup>th</sup> year of operation.*

**Are you a proficient executive assistant with event management experience, looking for a diverse and varied environment?**

We are seeking a detail-oriented, highly organised admin professional who enjoys event management in a multi-dimensional role.

You will play an essential part in organising one of Australia and New Zealand's leading event showcases featuring our international destinations and key industry partners.

### Key Responsibilities:

- Efficient day-to-day office management
- Executive support to managing director, as required
- Coordination of sales trips
- Management of company's annual key event and other client engagement functions (negotiation, budgeting & logistics)
- Organising overseas educational trips for our clients
- Database management

### Skills:

- Meticulous administration skills
- Superior communication – written & verbal
- Exceptional level of attention to detail
- Proactive nature exhibiting strong initiative
- Contribution of innovative and creative ideas
- Competent computer skills in Word, Excel, Powerpoint
- Proficiency in software and database programs
- Excellent time management
- Confident and courteous phone manner

A minimum of two years experience in an event based role will be advantageous, but not essential.

If you are interested in working for a successful company, within a nurturing atmosphere, please send your resume and covering letter to Sneha Gonsalvez by Friday 29 June 2018 – [sneha@destinationmarketing.com.au](mailto:sneha@destinationmarketing.com.au)