

The Adelaide Convention Centre enjoys a global reputation for excellence and is consistently ranked among the world's top convention centres.

This reputation is the result of our superior product, world class facilities, exceptional standards and the efforts of our dedicated team.

An extremely rare opportunity has become available for a flexible, mature-minded individual with a high level of interpersonal and communication skills to join our team.

Reporting to the Director Marketing & Sales, you will be responsible for identifying new business opportunities for the centre by researching and qualifying potential events and their key contacts (who can influence Adelaide's ability to host these events) and for maintaining an accurate database.

To be successful in the role you will need to have:-

- Proven ability to self-motivate and achieve measurable outcomes
- The capacity to work independently and as part of a team
- A high level of verbal and written communication skills in order to deal effectively with a broad range of senior audiences
- Good time management skills
- An enquiring and analytical nature and be a lateral thinker
- High-level proficiency in maximising the use of internet and search engines
- An intermediate to advanced level of competency in Microsoft Excel and Word
- A working knowledge of EBMS or other similar Data Management System would be an advantage

This role may either take the form of a full time, permanent position or a part time contracted position with the ability to work flexible hours.

For a position description and more details on the benefits of working for the Adelaide Convention Centre, please visit our Careers Site at www.adelaideccjobs.com.au

Applications, including a brief covering letter and up to date resume, should be addressed to Mr Simon Hockridge, Director Human Resources. (E-MAIL to HR@adelaidecc.com.au)
