

Master Builders Victoria

Events Assistant

About the role:

Providing assistance and support to the Events Team, and a high standard of delivery and customer service to our members. Maintains professional and positive relationships with internal and external stakeholders.

Key Knowledge, Skills and Attributes:

- Exceptional customer service orientation
- High level of organisational & time management skills
- Demonstrated initiative and problem-solving ability
- Ability to work in a fast-paced environment and meet conflicting deadlines

Key Position Tasks:

- Assist as directed, in the coordination of Master Builders Events
- Preparing collateral for events, such as, (but not limited to), run sheets, presentations, registration lists
- Attend Master Builders Events to assist with onsite event operations including set up, pack down, guest liaison, registration desk services
- Distribute event information in response to enquiries from members, and non-members

Prior Experience:

- Experience in an administrative/clerical role desirable
- Qualifications in Events, Marketing or Business Administration would be well regarded but not essential

IS YOUR BUILDER A MASTER BUILDER?

