



Position vacant

Event Co-ordinator, Fixed Term

The Law Society of New South Wales is looking to employ an Events Co-ordinator in its Venue & Events Department on a full time, nine-month fixed term basis commencing in March 2019. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 12 February 2019.

Responsibilities

To work as part of the Venue and Events Team responsible for the planning and delivery of Law Society meetings, functions, seminars, conferences and other special events.

The role is responsible for providing organisational admin and event support to the Venue and Events team in respect of internal and external functions, seminars, conferences and events

Key Accountabilities

- Assist with the planning and delivery of aspects of the internal and external events including;
 - diary management of all event bookings
 - managing the registration and invoicing processes for bookings and events
 - research and / or coordinate various event vendors such as AV, entertainment, florists, and photographers for different events
 - liaison and logistic coordination for events and seminars, including but not limited to, brochures, presentations, signage, menus, name badges, seating plans, place cards, audio visual, room set-up, food and beverage requirements
 - coordinate direct mail, email communications, invitations, event agendas, post event surveys and timelines
 - overall coordination and management of project timelines, event team work flows and meeting deadlines to ensure all events are delivered successfully
 - attend to general telephone & email enquiries
- Action incoming invoicing and payment requests as well as budget updates
- Be responsible for uploading up to date information (using the website content management system) to the Law Society sites
- Assist with meet and greet and other logistics at morning, lunchtime, evening and one-day events and meetings as required
- Manage invitation and registration process for seminars, conferences and events
- Overall maintenance and upkeep of the event management software



- Provide administrative support for all mediation and arbitration room bookings
- Provide administrative support for the management of all bookings held in the Law Society function rooms by external organisations
- Foster good communications between requisite departments to ensure overall aims of the relevant function goals are achieved
- Facilitate coordination between building services, catering and IT resources so that the required function set-up for internal events is attained
- Other duties as necessary and assigned

To secure this position applicants will need to possess event coordinator experience within a corporate environment. The successful candidate will need to be able to demonstrate effective stakeholder management, proficiency in computer applications such as databases and event management software, good organisational, planning and time management skills and have a strong customer service focus.

A degree of flexibility with start and finish times is also required as a number of events will be run during the evening

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, must be received by 12 February 2019 and addressed to: recruitment@lawsociety.com.au