

Brisbane Marketing is the economic development agency for the Greater Brisbane Region. Our purpose is to promote Brisbane and its surrounds as **Australia's new world city** to local, national and international markets *to create a more prosperous Brisbane*. With the support of our primary funding body – Brisbane City Council – we bring together government and industry to create and leverage business opportunities, we share information and knowledge as a catalyst for innovation and we persuade customers to invest, visit, meet, study, work, live and play in Brisbane. We have a unique role in assisting government and industry with new initiatives and programs which will drive Brisbane's prosperity.

## Coordinator, Convention Bureau

This is an excellent entry level position to forge a career in administration/events with an organisation at the forefront of the economic and social growth of Brisbane city.

This is an exciting opportunity to join a dynamic Conventions Bureau team who play a key role promoting Brisbane as the destination of choice for business events and create economic value by attracting national and international conferences to Brisbane.

The Business Development Coordinator, Convention Bureau is responsible for general administrative and coordination tasks across the Convention Bureau department of Brisbane Marketing and supporting the team to achieve business plan outcomes and results.

### To be successful in this exciting role you will have:

- Demonstrated administrative / event coordination experience
- Strong organisational skills with the ability to prioritise, coordinate and undertake multiple tasks
- High level knowledge of Microsoft Office applications and databases including Outlook, Excel and PowerPoint
- High level verbal and written communication skills
- Good reporting skills

**This is an excellent opportunity to develop your administration or events career with an organization at the forefront of the economic and social growth of Brisbane city.**

**How to Apply:** Please visit our website for a detailed position description and to apply online at <http://www.brisbanemarketing.com.au/Corporate/Careers.aspx>