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## **Conference & Event / Business Development Manager**

Are you the one for us? Highly organised, with lots of enthusiasm, energy and the ability to juggle multiple projects?

We are looking for a unique person with a mix of Conference & Event Management and Business Development Skills to join the Conference Works team in Wellington.

Conference Works Ltd has been operating in Wellington for 11 years, organising conferences and events throughout New Zealand. We work with a wide range of Government, Association, Corporate and Not for Profit clients. Working for Conference Works will give you the opportunity to become a leader in the Conference Industry in New Zealand

We are looking for the following skills:

- Outstanding interpersonal skills and ability to work with a diverse range of people
- Knowledge, skills and previous experience in the conference and events industry
- Expert skills in networking and business development
- Ability to identify opportunities that can turn into business
- Attention to detail
- Administration and financial management skills
- Initiative
- Ability to remain calm under pressure
- Ability to 'juggle' multiple priorities and projects
- Friendly, flexible and willing to bend over backwards for clients and colleagues
- Ability to work with committees and volunteers
- Proven history in a similar role
- Excellent computer skills
- Honesty and integrity and the ability to manage confidential information
- Willingness to be flexible on working hours, as some weekend work and occasional late evenings are required.

If reading this has made you excited about the possibilities, then please contact Robyn Radomski, Director for more information and a job description

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Applications close Monday 26 April 2010