



## AustCham Hong Kong

AustCham Hong Kong is amongst the most influential international chambers in Hong Kong and is the largest international Australian Chamber of Commerce. We have an active and committed membership of about 1,400 individuals representing about 500 companies. We are a non-government, non-profit member organisation that exists to promote and foster Australian business opportunities in Hong Kong and Australia.

We are committed to diversity and offer a flexible and caring work environment.

## Events Coordinator

The member-facing position of Events Coordinator reports to and works in partnership with the Events Manager.

### Job Description

The position is responsible for a number of duties including, but not limited to, the following:

- Manage guest registration and management of the event booking system (online or manual)
- Assist in sourcing and booking venues and catering
- Assist in communication with Sponsors, Speakers and Venue Staff before and after events
- Support the Events Manager on event planning & delivery, logistics
- Design and distribute EDMs, promotion material through member and non-member databases
- Liaise with committees for their events
- Respond to organisations for speaking opportunities and information about events
- Conduct vendor costs management under guidance from the Events Manager



### Required skills

- A team player who is enthusiastic when taking on new & different tasks
- Attention to detail with good administrative skills
- Enjoys working and communicating with people
- Has a passion to learn about event management
- Demonstrates initiative and development of creative ideas
- Basic website and CRM management experience
- Design and/or marketing experience preferred
- A good command of English (Cantonese is a plus)

This role would suit an **enthusiastic, self-motivated, and energetic** individual with **strong attention to detail** and **teamwork skills**. It offers the opportunity of dealing with some of Hong Kong's most senior business professionals in a flexible and supportive environment. This role offers a career path into event management.

Immediately available preferred.

Applications, including a cover letter addressing the above criteria and detailed resume should be sent to Ms. Charlotte Lam at [charlotte.lam@austcham.com.hk](mailto:charlotte.lam@austcham.com.hk)