

wicked event management

THE EXPERTS IN EVENT PLANNING

Position Title	SUPPLIER COORDINATOR ASSISTANT (INTERNSHIP)
Website	https://www.wickedeventmanagement.com.au/ https://wickedbucks.com.au/
Company Overview	<i>Wicked Event Management is the premier event party planning in Australia and New Zealand. With over 13 years of experience and thousands of happy clients we are the go-to Event group. Our professional party planners work with top distributors and organisations to create the ultimate 5-star experience for our clients.</i>
Employment Type	Internship (Unpaid Position)
Purpose	To report to and assist the Supplier Coordinator Manager in marketing and social media roles whilst learning new skills and important procedures.
Key Duties	<ul style="list-style-type: none">● Researching destinations and sourcing suppliers● Communicating both verbally and via email with suppliers on behalf of the business● Negotiating rates and drawing up contracts● Understanding the business demographic and building packages to sell to our clients● Writing copy for the website, CRM (booking system) and sales team● Data entry and CRM software experience● Updating content on the front-end of the website● Briefing the sales team on new product offerings
Key Skills & Attributes	<ul style="list-style-type: none">● Develop her/his formal communication skills (both verbal and written)● Learn to confidently negotiate while maintaining strong relationships● Improve her/his attention to detail● Gain basic CRM and front-end development experience● Gain valuable copyright experience and develop her/his writing skills

HOW TO APPLY: To express your interest in this position, please send an email with your resume and cover letter to: suppliers@wickedeventmanagement.com.au

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Hours

2 Days a week (10am - 4pm | Monday- Thursday) with flexibility around interns availability

Additional Information

The successful applicant will be eager to learn and willing to work on a number of varied tasks. They will be able to take instruction and work in collaboration with the Supplier and Relationships Manager as well as work independently on set tasks. She/he should have the confidence and willingness to put forward ideas and show a genuine interest in the industry.

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