

Job Details:

Company Name	Small Business Expos
Website	www.smallbusinessexpo.com.au
Office Address	5 Christine Avenue Miami & Karma Collab Hub (47 Lemana Ln, Miami)
Company Overview	<p>Small Business Expos delivers small business expos across South East Queensland. They are one day pop up business to business marketplaces to generate face to face sales leads for business owners.</p> <p>Locations in 2019 are: Brisbane, Logan, Moreton Bay Region, Brisbane West, Gold Coast and Toowoomba</p>
Employment Type <ul style="list-style-type: none">• Internship	Internship role
Job Title	Admin/Events/Social Media Coordinator
Role and Duties	<p>Social Media Creation and Posting – Instagram, Facebook and LinkedIn</p> <p>Database management</p> <p>Exhibitor enquiry management – not sales driven</p> <p>Supplier liaison – graphic designer, web developer, event manager, sales manager</p> <p>Diary Management</p> <p>Event Support – on logistics of building each expo</p>
Selection Criteria	<p>Some office experience would be good</p> <p>A strong interest in social media marketing</p> <p>A desire to work in the events industry</p>
Software / Program knowledge	<p>Microsoft Office</p> <p>Database management – though we can teach our database platform</p> <p>A publisher software package would be ideal</p>
Other special requirements	<p>Very good time management</p> <p>Responsible to work alone when necessary</p>

	Flexible hours are possible Casual work environment
Position time frame	20 weeks (or as required with placement timeline)
Hours per week	15 – 20 hours a week

Company/Organisation Details:

Workplace Supervisor	Paula Brand
Position in Organisation	CEO
Your Phone	0475 411 793
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