



# Events Coordinator

## Full-Time Permanent Position

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*Newcastle Panthers has an exciting opportunity for a dedicated events and sales coordinator to join their busy events team.*

As an Event Coordinator, you will have a strong sales focus and a go-getter attitude, assisting the Events team in confirming and coordinating events, achieving forecasted budgets and providing input into department growth. You will account manage a vast variety of events whilst creating and ensuring a harmonious and productive working relationship between Newcastle Panthers and its clients.

**Main duties and responsibilities will include:**

- Maximise and convert event enquiries into confirmed bookings, up-selling wherever possible;
- Coordinate all events in an efficient, friendly and productive manner;
- Anticipate clients' needs and deliver a personal and flexible service;
- Maintaining accurate information relating to weekly sales, new accounts and contracts;
- Ensure all account management tasks are completed from initial proposal through to closure of the account;
- Create and uphold client relationships and personally follow up on all bookings and;
- Ensure daily activities in Event Pro are addressed and actioned accordingly.

**To be successful for this role, you will have:**

- Tertiary education with events and/or business background;
- Minimum 2-3 years sales experience preferably in the hospitality and/or Meetings and Events fields;
- Strong leadership and customer service skills;
- Ability to problem solve and conflict resolution;
- Strategic thinking skills and the ability to handle multiple tasks and projects;
- Great organisation skills and attention to detail and;
- Event Pro experience would be desirable.

With outstanding communication skills, a professional phone manner and a high standard of personal grooming, you will take pride in your appearance and your workplace. You will be passionate about customer service, be willing to work weekends and consistently ensure you exceed your client's expectations.

If this sounds like the job for you then please apply today!

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**Want to Apply?**

Please send your cover letter & resume to: -  
Sarah Morris – Human Resources  
Panthers Group, Locked Bag 8322, Penrith, NSW, 2751  
Or via email: [employment@panthers.com.au](mailto:employment@panthers.com.au)