



EXTERNAL VACANCY EVENTS AND SALES COORDINATOR CORPORATE AND COMMUNITY SERVICES

Level 2 + 15% loading*

Queensland Local Government Industry (Stream A, clause 15.2) Award
– State 2017

Salary \$78,324.20 - \$83,393.40 per annum
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for an **Events and Sales Coordinator** to join our Corporate and Community Services team. This position will support the events team by delivering exceptional customer service through all outlets by ensuring all Civic Centre and Buchanan Park events are delivered from conception through to completion. This position will contribute the overall success by supporting the organisation with professional service delivery for events, functions and sound marking campaigns to deliver the very best outcome for our clients.

The successful applicant will have:

- Tertiary education in events, sales or marketing or relevant industry experience is highly desirable;
- Responsible Service of Alcohol (RSA) Certificate; or willing to obtain;
- Current "C" class driver's licence or ability to acquire a licence prior to commencing in the role essential;
- Experience in events, guest services or operations management (including food and beverage operations, ticketing and guest services);
- Experience in the provision of facilities management, including grounds maintenance and cleaning services;
- Experience in sales and marketing management together with substantial experience and knowledge in a dedicated sales and marketing environment;
- High level proficiency in Microsoft Office, social media and industry business systems;
- Demonstrated project management skills and experience, including program planning, budget control, delivery and evaluation;
- Demonstrated ability to lead and mentor a diverse workforce;
- Demonstrated service excellence;
- Problem solving skills to effectively address and resolve matters;
- Excellent communication skills (written and verbal) with the proven ability to establish and maintain relationships and work with people at all levels;
- Excellent organisational and time management skills;
- Ability to maintain confidentiality and demonstrate sensitivity in the performance of work;
- Excellent customer service skills, attention to detail and the ability to set work priorities to meet deadlines; and
- Ability to work independently and in a team environment.

***15% loading of ordinary salary to compensate the employee for working irregular hours**

You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.

Applicants will be required to undertake and pass a pre-employment medical.

The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

Applications Close 5:00pm Wednesday, 25 January 2023.

PO Box 815 MOUNT ISA QLD 4825

Website: www.mountisa.qld.gov.au

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"
Applicants must be eligible to live and work within Australia



Mount Isa City Council

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