

Events Co-ordinator

- Fast-growing, market leading business
- Amazing career potential
- Incredible culture

About the Role

Summary

Title	Events Co-ordinator
Team	Marketing
Manager	Director – Marketing
Position Type	Permanent, full time
Location	Sydney

About the Role

An exciting opportunity exists for an energetic and self-motivated event professional to join the BetaShares marketing team as Events Co-ordinator.

This is a fantastic opportunity to assist in and learn about all aspects of event coordination. You will be responsible for supporting the planning and delivery of BetaShares' full event program, including third-party sponsorships, conferences and BetaShares' own events.

This role will be instrumental in helping us improve and professionalise our events program. You'll also work closely with Sales colleagues to run bespoke corporate events to our intermediary clients.

By implementing industry best practice, bringing your own proactive ideas and innovation to the role you have the opportunity grow your career and build on BetaShares' existing event capabilities.

About Us

BetaShares was founded in 2009 and launched with the vision to create intelligent and accessible investment solutions for Australian investors. Over the past decade our dedication to helping Australian investors achieve their financial goals has seen BetaShares grow from 'challenger' to market leader, driving disruption and innovation in the exchange traded funds (ETFs) industry.

BetaShares offers the broadest range of exchange traded funds on the ASX and is trusted by hundreds of thousands of investors. As of November 2021, BetaShares manages over \$23 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, and New Zealand and a growing team of over 80 people.

Our Values

As our business continues to grow, we're committed to creating a workplace that gives us all the best opportunity to succeed, and that is enjoyable to be a part of.

We prize ambition and drive, but equally we value honesty and humility.

We support each other, and we respect our clients and our competitors. We are always looking for better ways to do things and are willing to take measured risks and learn from our mistakes along the way.

What we offer

BetaShares believes our most important asset is our people and we are proud of the culture we have built – but we are always striving to be better. We want every BetaShares employee to be doing their best work and developing their careers.

In addition to a competitive salary and opportunity to participate in a bonus program, we also offer:

- Staff career development and training allowance.
- Access to a health and wellbeing platform with physical, mental, social and financial programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Hybrid workplace – you'll have the opportunity to work from home some of the time.
- Newly renovated CBD offices with fully stocked kitchen, team breakfasts and catered lunches on a regular basis.
- Fun and inclusive social events.

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

To apply, please email your cover letter and CV to careers@betashares.com.au.

Role Responsibilities

- Manage, coordinate and implement agreed events and associated campaigns as outlined within the marketing plan.
- End-to-end event management - from framework & planning, to on-the-day delivery & logistics as well as post event evaluations to enable BetaShares to analyse the return on investment (ROI) of all events.
- Online event coordination including communications, registrations, landing pages and post-event materials
- Work with the Sales team to develop appropriate events for clients and prospects.
- Processing invoices and adhering to overall event budget.
- Administrative support to assist in the coordination of various internal events.
- Keeping up-to-date on potential event & sponsorship opportunities across multiple client segments
- Work with Marketing team colleagues to ensure broader marketing campaigns are co-ordinated and event dependencies are met
- Working with Marketing team colleagues to develop promotional campaigns for BetaShares own and third-party sponsorships through digital and offline channels

Key skills and experience

- You must have minimum 4 years of experience in an Events role
- Qualification in Events Management/Marketing
- Problem solving skills and the ability to be proactive, prioritise and think on your feet efficiently
- Excellent organisational skills with high attention to detail
- Stakeholder management and relationship building skills
- The ability to work autonomously but also as part of a team
- Excellent written and verbal communication skills
- Extremely reliable with a professional attitude
- Proficiency in Microsoft Office – Word, Excel, PowerPoint
- Experience operating in the financial services sector and Funds Management would be helpful.

Ready to make an impact? If you right to live and work in Australia please submit your CV to careers@betashares.com.au. Your interest will be treated in strict confidence.