

Job Advertisement

Corporate Events Manager - Flexible, part-time role (20-25 hours per week)

- Are you an experienced Event Coordinator or Manager looking for a genuine part-time opportunity?
- Do you want the flexibility to choose your days and hours of work, even location?
- Are you meticulous with the organisation and planning of events?

Then this could be the role for you!

At the Confederation of Australian Motor Sport (CAMS) we are a passionate team focused on the development, regulation, promotion and administration of motor sport across Australia. As the National Sporting Authority and custodian of four wheeled motor sport, we have developed a solid membership base and a dedicated team with a commitment to doing what's best for the sport.

The part-time role of **Corporate Events Manager** has been created to manage three key events for CAMS throughout the year whilst providing oversight and assistance for a number of smaller events. In addition, this role will provide some administrative support to the Board, CEO and business as required.

Key responsibilities include:

- End to end project and event management for the:
 - Australian Grand Prix CAMS Corporate Hospitality Marquee
 - CAMS National Awards Dinner
 - Australian Motor Sport Hall of Fame Gala
- Organisation of Board meetings including collation of papers and general administrative support for the Board and CEO.

To be successful in this role you will have:

- Experience as an Event Coordinator organising small to medium sized corporate events with end to end project and event management
- Strong administrative skills with project administration experience
- Excellent organisation and planning skills
- A creative flair for events with initiative and a can do attitude
- Outstanding customer service skills with the ability to maintain confidentiality

This is an excellent opportunity for an action orientated individual keen to share their expertise in a flexible, part-time role. Days and hours of work are negotiable. You will receive some great employee benefits including social and wellbeing activities such as an annual gold class movie night, monthly neck and shoulder massages, and a supportive company culture.

How to Apply:

Visit our website at www.cams.com.au to access the Position Description under 'About / Employment'. Please email **your resume and a cover letter summarising your response to the selection criteria** (as outlined in the Position Description) to Human Resources at recruitment@cams.com.au by **9am, Thursday 4 October**.

Enquiries:

For further information, please contact the HR Manager at recruitment@cams.com.au