

Awards & Prizes Coordinator

Australian Institute of Architects
Melbourne VIC
Full time

About The Australian Institute of Architects

The Institute is a modern, progressive organisation and we're proud to have a strong focus on agility, innovation and outcomes. We're committed to supporting Institute members while providing outstanding service and we're always on the lookout for people who share this approach. When you join us, you'll be supported by a proactive leadership team and a wide network of great peers from around the country.

About the Role

The Awards and Prizes Coordinator is an integral part of the Victorian Chapter and National Events team, responsible for ensuring the coordination and delivery of the numerous awards and prizes administered annually including development and promotion. Ensuring that each is of the highest quality and relevance to members across Victoria, commercially successful and communicated in a way that is relevant to the wider public.

What you will bring

- Relevant tertiary qualification and/or experience.
- A minimum of 3 years' experience in event co-ordination, project delivery, administration, membership services or event management.
- Experience in using the Microsoft Office suite of software, together with other project management, CRM, and relevant software platforms and services.
- A key focus on quality, attention to detail and commitment to excellent customer service.
- Experience, or a strong understanding of a professional association's awards program would be highly regarded, preferably in a peak body or membership association.

What the Institute offers you

- Hybrid working model - Work from home & office blend - Flexible hours
- Terrific benefits including bring your pet to work
- Access to discount books, airfares, appliances and more
- Professional development and company - funded training to develop your career

Ready to apply? Apply now with a CV and cover letter outlining your reason for choosing the Institute. This role has an immediate start available.

For more information or a copy of the PD email hr@architecture.com.au

Careers that promote and celebrate excellence in architecture

