

# Meeting and Services Co-ordinator

## ASX Position Description

### ASX “All Roles Flexible”

ASX offers mutually beneficial flexible working arrangements.

We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot		What’s On Offer
<b>Role:</b>	Meeting and Services Co-ordinator	<p>You will be working for one of the most well-known corporations in Australia. ASX provides a progressive and positive place to work where employees are valued and rewarded for their efforts. You will be part of a supportive and friendly team giving you the opportunity to prove yourself in a high activity and fast-moving environment. This will be an opportunity to hone your customer service skills as well as learn some new ones.</p>
<b>Reports to:</b>	Team leader, Events and Catering Services	
<b>People Management:</b>	NA	
<b>Budget:</b>	NA	
<b>Team:</b>	National Facilities	
<b>Date:</b>	April 2019	
<b>Location:</b>	Sydney, NSW	
<b>Flexible Role:</b>	Yes	

### What you’ll do

- Greeting all visitors and determine their needs in a professional and welcoming manner
- Co-ordinate all the meeting requests and ensure appropriate additional tasks are booked as required
- Assist with room set ups, catering and events co-ordination
- Performing ad-hoc administration duties
- Develop attentive relationships with executive support staff
- Prep rooms for meetings and re-organise after meetings, functions and events as well as maintain the highest standard of cleanliness and organisation
- Ensure kitchen areas and equipment are clean, functional and well maintained
- Cover other areas within the National Facilities Services team when and if required i.e. events, coordinate meeting rooms and mailroom

### What you’ve done:

- A similar service or hospitality role, preferably in a five star hotel
- Ability to provide exceptional customer service
- Confident and outgoing personality

- Demonstrated initiative and a “common sense” attitude
- Applied problem solving skills
- Developed organisational skills
- Worked as part of a team and enjoyed it
- Displayed attention to detail
- Gained a competent and working knowledge of Microsoft suite of products, specifically Outlook, Excel and Word

**And if you’ve got some of this, even better:**

- Previous customer relationship experience in a commercial setting
- Previous experience within a corporate environment
- Ability to work with and engage all levels of Management on a service platform

**What you need to enjoy and be good at for this role:**

- Proactive attitude
- Able to work effectively and positively in a team environment
- Dealing with a diverse range of customers and stakeholders
- Can focus on solutions rather than problems
- Excellent oral and written skills
- You’ll be reliable, punctual and consistent
- A desire to learn from and share in new experiences
- A friendly and energetic disposition with a “can do” attitude