



JOB DESCRIPTION

TRAVEL & EVENT CO-ORDINATOR



TRIBE EVENTS

ABOUT US

At TRIBE, we pride ourselves on our ability to create and deliver exceptional programs that represent what is important to our clients.

TRIBE is a privately owned, full-service events and travel company based in Melbourne, Australia. TRIBE is dedicated to delivering creative and expertly executed domestic and international conferences and incentives and is passionate about providing exceptional customer service.

What stands out is our enthusiasm, attention to detail and can-do attitude complemented by flexibility and poise under pressure. Together, our dedicated team of 25+ staff, our valued clients and our suppliers are what make up our TRIBE.

At TRIBE we have three main service offerings including event management, Virtuoso luxury leisure travel and graphic design which are elevated by exceptional administrative capabilities.



*We have **one core value** that underpins everything we do at TRIBE.*

*That is the **core value** of
CARE:*

CARE for yourself

CARE for your colleagues

CARE for your company

CARE for your clients

CARE for your suppliers

CARE for your community

CARE for your environment



THE POSITION

We are seeking an experienced Event & Travel Coordinator to join our team to ensure the successful delivery of events.

You will work closely with our Event Directors across multiple programs and will be primarily responsible for managing delegate registrations, coordinating group travel and accommodation, and providing onsite support during events.

Highly organised and possessing exceptional project management skills, you will be adept at managing multiple projects in a fast-paced environment. Previous experience in the travel industry is essential, and the successful candidate must align with our core company value of care.



RESPONSIBILITIES

As an integral part of our team, your responsibilities will encompass:

- Manage delegate registrations, including group flight coordination, accommodation management, transfer arrangements, and other event requirements.
- Address delegate queries and requests with exceptional customer service.
- Build and develop registration websites and mobile apps, generate reports and travel documentation via our events software platform EventsAir.
- Manage and reconcile event finances related to travel, accommodation, and delegate income.
- Assist with the organisation of other aspects of events (beyond travel) as needed.
- Provide onsite support during events.
- Assist with proposals for new business.



MUST HAVE SKILLS

To excel in this role, you'll need:

- Confident team player with a can-do attitude and a desire to deliver outstanding events for our clients.
- Proficient in Sabre or other GDS.
- Experience with EventsAir or similar event management/registration software is highly regarded.
- Previous experience in the travel industry.
- Excellent communication and customer service skills.
- Strong initiative and problem-solving skills.
- Exceptional attention to detail and organisational skills.
- Legal eligibility to work and reside in Australia