

# Events Coordinator

- Full time position, 12 month maximum term contract
- Liverpool office location
- Friendly and well supported working environment
- Salary packaging available
- ASAP start

## About us

GP Synergy is a leading provider of general practice training funded by the Australian Government to deliver vocational training to doctors seeking to specialise as general practitioners across NSW and ACT.

We are committed to building a skilled general practice workforce by delivering a high quality education and training program that is responsive to regional population health needs.

Our organisation is underpinned by our values - respect, excellence and initiative.

## The role

GP Synergy is seeking a committed Events Coordinator who is suitably experienced and shares our values, to join our NSW/ACT team.

Reporting to the Events Team Leader, the Events Coordinator will assist in the coordination of educational activities and other events as well as attending events as the GP Synergy representative maintaining GP Synergy's high service quality standards.

Key activities include:

- booking venues,
- liaising with Medical Educators
- contacting presenters, collecting, compiling, and formatting events materials
- arranging catering
- maintaining online events materials
- performing the bump in and bump out of events

The role calls for strong organisational abilities, a professional attitude and excellent presentation and customer service skills. The incumbent will require an ability to work to strict deadlines and manage competing priorities and fluctuating workloads with a can-do attitude.

Good IT skills are essential as is the ability to work independently and outside normal working hours.

## Selection criteria

To be considered for this opportunity, it is essential that applicants meet the following criteria:

- Experience in event coordination with relevant qualifications
- A relevant background within the medical, education or training environment is desirable
- Current NSW Drivers Licence (own transport is preferred)

Occasional travel including overnight travel and after-hours duties will be required.

## Further information

For further information and to obtain the Position Description, please visit our website <http://www.gpsynergy.com.au> About Us > Employment Opportunities or contact Alison Micovski, Human Resource Coordinator on [recruitment@gpsynergy.com.au](mailto:recruitment@gpsynergy.com.au).

## How to apply

Please email your covering letter addressing the criteria and requirements coherent to the Position Description together with your resume, making reference to the position and applicable region to Alison Micovski, Human Resource Coordinator [recruitment@gpsynergy.com.au](mailto:recruitment@gpsynergy.com.au).

All applications will be treated in the strictest of confidence. Only shortlisted candidates will be contacted.

*We do not accept canvassing or applications from recruitment companies.*