

Marketing & Events Co-ordinator – Funds Management

Who we are

BetaShares is one of Australia's leading managers of Exchange Traded Funds ("ETFs") and currently manages over \$7.5B in assets across over 50 products. ETFs have been one of the fastest growing categories of investment products globally and in Australia over the last decade and the market is set to continue growing strongly in the coming years.

ETFs are traded on the ASX like any share and deliver transparent exposure to a broad range of market indices and asset classes including Australian and international equities, cash, fixed income, commodities, currencies, income strategies and alternatives.

About the role

An exciting opportunity exists for an energetic and self-motivated event professional to join the BetaShares marketing team.

You will be responsible for supporting the planning and delivery of BetaShares' full event program, including third-party sponsorships, conferences and BetaShares' own internal and external events.

Responsibilities

Key responsibilities of this role will include:

- End-to-end event management - from framework & planning, to on-the-day delivery & logistics as well as post event evaluations to enable BetaShares to analyse the return on investment (ROI) of all events
- Coordinating event collateral, supplier relationship management, speaker and sponsorship coordination
- Online event coordination including communications, registrations, landing pages and post-event materials
- Processing invoices and adhering to overall event budget
- Administrative support to assist in the coordination of various events
- Keeping up-to-date on potential event & sponsorship opportunities across multiple client segments
- Proactively promote BetaShares third-party sponsorships and own events through Social media

Key skills and experience

- You must have 2 years of experience in an Events role
- Qualification in Events Management/Marketing
- Problem solving skills and the ability to be proactive, prioritise and think on your feet efficiently
- Excellent organisational skills with high attention to detail
- Stakeholder management and relationship building skills
- The ability to work autonomously but also as part of a team
- Ability to multi-task and stay calm under pressure

- Excellent written and verbal communication skills
- Extremely reliable with a professional attitude

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

To apply, please email your cover letter and CV to careers@betashares.com.au.