



Project Assistant – Staging, Drapes & Event Construction

Are you a people person with at least one year's experience in the events industry and a passion for customer service?

.....
Do you have a technical/mathematical aptitude and a strong desire to learn? If you like meeting people, building relationships and have excellent communication skills, the ability to multi-task and like to dot the i's and cross the t's, send us your application now.

Since 1990, **Staging Rentals & Construction** has provided specialist stage, draping and event construction services to our customers across numerous industries and has operations in the Sydney, Melbourne and Brisbane markets.

We are currently looking for a Project Assistant to be the first point of contact in our head office based in Alexandria. After full training on our products and services this role will see you learning and performing a varied range of duties including:

- Answering calls, greeting visitors and other reception tasks
- Handling rental and new client enquiries, providing advice in regards to dimensions of products and their availability
- Developing, preparing and providing quotes for rental bookings and small install jobs
- Assisting Project Coordinators with small to medium install jobs
- Working to budgets and deadlines that can sometimes prove challenging

This is a fantastic opportunity for an enthusiastic team player who has an interest in the technical production of events and understands the importance of time management. You will need to have some experience in the technical aspects of staging and related equipment and understand the dimensions of equipment in order to provide solutions to our clients. You will not be afraid to ask questions and will have the ability to learn from your mistakes. This role provides excellent training for most jobs in the events industry. The ideal candidate is someone who truly sees themselves as a support to the team particularly during busy periods.

Our office is located in an industrial estate and we have a large on-premise warehouse. The dress code is neat casual and there is parking available. We offer full training and a supportive environment. Salary is negotiable depending on skills and experience. This is a permanent full-time role Monday to Friday from 8am to 5pm.

Please forward your application (covering letter and resume) to Georgia Took, General Manager – Finance & Administration via email – recruitment@stagingrentals.com.au.