

Student Volunteer Position Description

Sales Department

Title:	Student Volunteer – Sales Department	Location:	Business Events Sydney Level 13, 80 William Street Sydney NSW 2011
Reports to:		Commencement Date:	
Purpose of Role:	To provide additional support to the Sales Team and provide a provision of educational opportunities to support the tourism and business events industry.		
Key areas of activity	<ul style="list-style-type: none"> • Background research and data collection • Compiling reports and writing briefs • Database management • Compiling sales kits and marketing collateral • Management of bid documentation • Assistance with site inspections and famils • General administrative duties 		
Essential Requirements:	<ul style="list-style-type: none"> • Minimum commitment of 35 volunteer days (e.g. 1 day a week for 35 weeks) • Final year student, studying tourism, marketing, business or a related degree at university or college • Competent with Microsoft Office • Excellent communication skills • Enthusiastic and passionate about working in the tourism industry • Insurance from education institution 		