

### Student Volunteer Position Description

#### Sales Department - Asia

<b>Title:</b>	Student Volunteer – Sales Department – Asia	<b>Location:</b>	Business Events Sydney Level 13, 80 William Street Sydney NSW 2011
<b>Reports to:</b>	Elizabeth Li	<b>Commencement Date:</b>	Oct 2010
<b>Purpose of Role:</b>	To provide additional support to the Sales Team and provide a provision of educational opportunities to support the tourism and business events industry.		
<b>Key areas of activity</b>	<ul style="list-style-type: none"> <li>• Background research and data collection</li> <li>• Compiling reports and writing briefs</li> <li>• Database management</li> <li>• Compiling sales kits and marketing collateral</li> <li>• Management of bid documentation</li> <li>• Assistance with site inspections and famils</li> <li>• General administrative duties</li> <li>• Essential to speak either Mandarin, Cantonese or Korean for this position</li> </ul>		
<b>Essential Requirements:</b>	<ul style="list-style-type: none"> <li>• Minimum commitment of 35 volunteer days (e.g. 1 day a week for 35 weeks)</li> <li>• Final year student, studying tourism, marketing, business or a related degree at university</li> <li>• Competent with Microsoft Office</li> <li>• Excellent communication skills</li> <li>• Enthusiastic and passionate about working in the tourism industry</li> <li>• Insurance from education institution</li> </ul>		