

Labour Market Test Report



Business Name	
Contact Person	
Postal Address	
Phone Number	
Alternative Phone Number	
Email Address	
Job Title	Conference and Trade Assistant Bay of Plenty
ANZSCO Code	149311
Job Create Date	8/19/2015
Job Closed Date	9/18/2015
Industry Advertised In	Administration and Office Jobs -> Admin - Support Person
Job Location	Bay of Plenty -> Tauranga
Work Type	Full time
Wage/Salary	per annum
Advertising Channels	Seek, Trade Me, QJumpers, Hospitality

Job Details

destination. They have a great team who are passionate about the region, hardworking and fun to be around.

They now require someone to join their team as a Conference and Trade Assistant. The primary responsibility of this role will be to provide support to the Conference and Trade Manager in all administration and organisational functions. This newly created role will see you responsible for assisting with the development of marketing material, database management and coordinating of quotes, follow ups, trade shows and familiarisations of the region.

You will have proven customer service and relationship building skills, motivated self-starter who is well organised, flexible, adaptable and be able to work under pressure. You will have excellent communication skills and a natural ability to pick up on what needs to be done and get on with it!

To be considered for the role you will need:

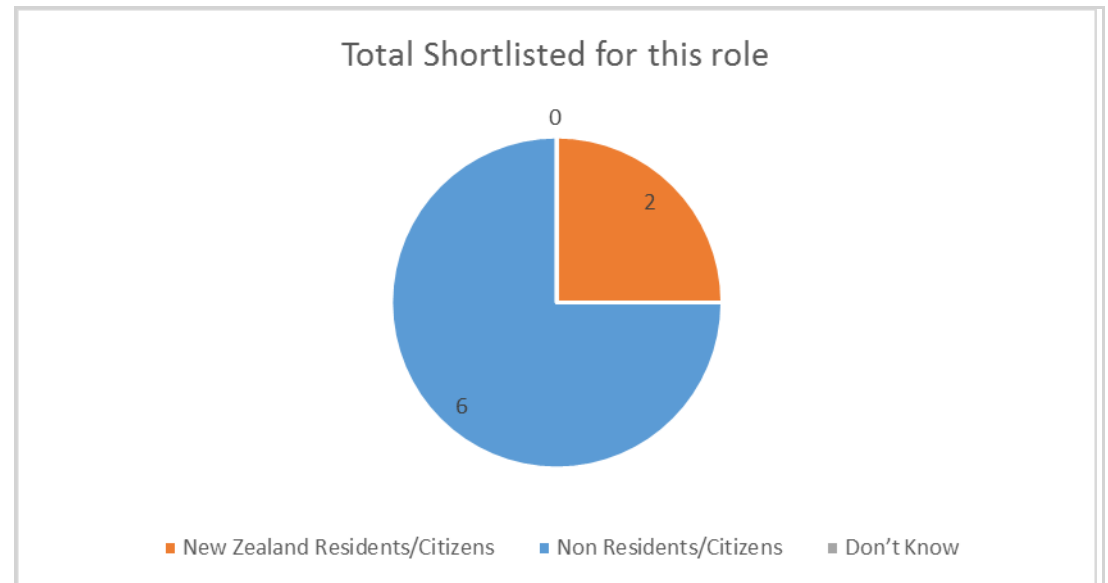
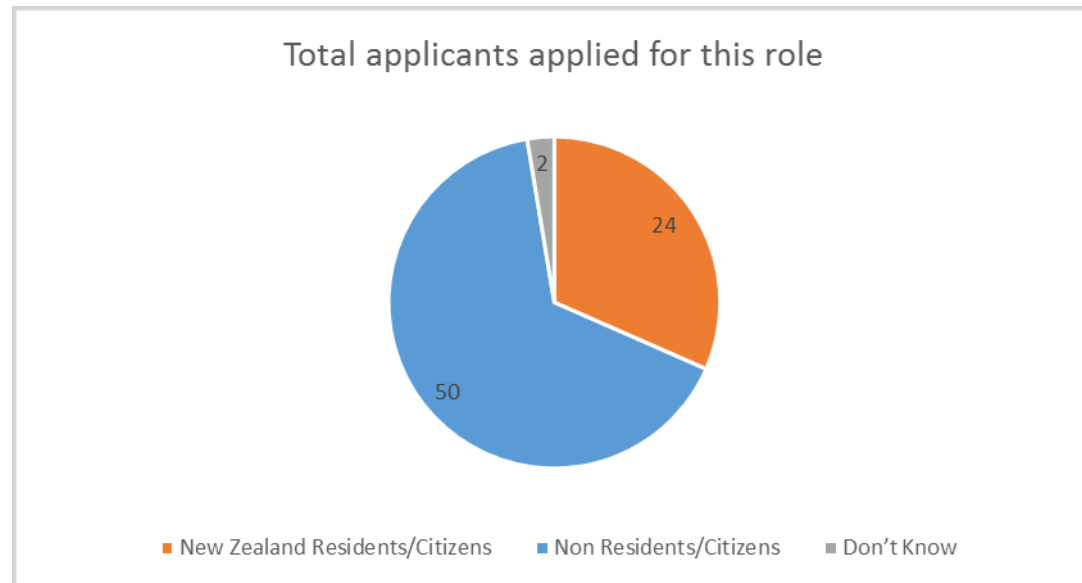
- Qualifications within the Tourism Industry
- 2+ years' experience working within the tourism industry
- Experience in coordinating projects or events

- Excellent presentation and communication skills
- Advanced computer skills (Microsoft Word, Excel and Power Point)
- Good communication and writing skills
- The availability to work after hours and weekends when required.

Does this sound like you? Then please apply online today!

Total applicant applied for this role	76
New Zealand Residents/Citizens	24
Non Residents/Citizens	50
Don't Know	2

Total Shortlisted for this role	8
New Zealand Residents/Citizens	2
Non Residents/Citizens	6
Don't Know	0



Why were no New Zealand citizens/residents considered suitable to shortlist or appoint to the position?

Employer to complete