

Events and Administration Officer

How does your previous experience position you for success in this role? (maximum of 300 words)

A key element of the role will be to provide event management support for a wide range of networking events ranging in size and scale. Please outline your event management experience relevant to this role. (Maximum 250 words)

Please demonstrate your experience of designing, implementing and maintaining efficient office systems and procedures. (maximum 250 words)

Please complete and return along with your CV to [suzanne@co3.bz](mailto:suzanne@co3.bz)