



Position Description

Position Title: Office and Events Coordinator – Executive Learning	Classification: Bond Level 4
Faculty/School/Office: Provost/Executive Learning Unit	Date Position Classified/Updated: August 2026

Purpose of the Position:

The Office & Events Coordinator plays a key role in the successful day-to-day operation of Bond Brisbane, ensuring the office, learning facilities and event spaces are professionally presented, well maintained and fully supported. The role combines office administration, financial administration, event coordination and hands-on venue support to deliver an exceptional experience for learners, clients, visitors and staff.

The position is responsible for coordinating the delivery of events, supporting executive education and corporate engagement initiatives, and ensuring the efficient administration of the Brisbane office. Responsibilities include managing enquiries, coordinating activities and events, undertaking financial and procurement tasks, supporting marketing and promotional initiatives, maintaining office operations, and providing exceptional customer service to internal and external stakeholders.

Working closely with the Director, Executive Learning and other University stakeholders, the incumbent supports the effective coordination and administration of Bond Brisbane activities, ensuring relevant University processes, financial requirements and operational procedures are followed. The role also contributes to the continued growth and success of Bond Brisbane through effective stakeholder coordination and delivery of high-quality services.

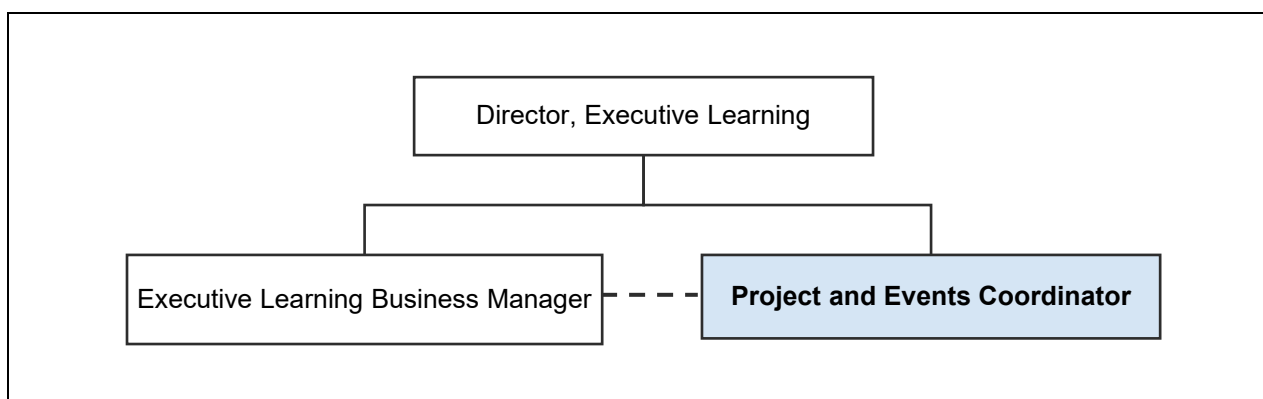
The role requires a highly organised, proactive and adaptable professional who exercises sound judgement, demonstrates strong attention to detail, and can effectively manage multiple priorities in a fast-paced environment. As a key representative of Bond Brisbane, the incumbent will build positive relationships with learners, clients, partners and colleagues, ensuring a professional and welcoming experience for all visitors and event participants.

Occasional evening or weekend work will be required to support the delivery of executive education programs, corporate functions and University events.

Success in this role requires a proactive, adaptable and service-oriented approach, with the ability to move seamlessly between administrative, financial, customer service and hands-on venue support responsibilities.

Reporting Relationship:

This position reports to the Director, Executive Learning and works closely with numerous areas within the University. During any absence or vacancy in the Unit Director role this position will report directly to the Executive Learning Business Manager. The role will be based at the Bond Brisbane.



Selection Criteria:

- A degree qualification and/or a minimum of 3-5 years' relevant experience in managing events, corporate learning, organisational development, administration or a related role.
- Demonstrated computer literacy, and advanced proficiency using information technology especially the Microsoft Office suite and event software
- Strong interpersonal skills including the ability to work flexibly and harmoniously with all levels of staff, alumni, students, and community members.
- Demonstrated ability to take initiative in planning and delivering events, while effectively managing multiple priorities simultaneously.
- Established professional judgment, including the ability to resolve emergent issues with a high degree of discretion, professionalism, confidentiality and independence.
- Ability to work in a small team environment and across staff from other teams
- Strong organisational and time management skills.
- Demonstrated commitment to customer service mindset and willingness to undertake both administrative and practical operational tasks to ensure a professional and welcoming environment

Desirable Criteria:

- Previous experience in a tertiary, higher education or an executive learning environment.
- Familiarity with University systems such as Event Pro and CiA Anywhere solutions for Finance activities Dynamics 365 and other core University systems.

Competency	Responsibility
Venue and Event Management	• Take a proactive, hands-on approach to supporting the operation of the Brisbane office and event facilities, undertaking practical workplace and venue support activities as required to ensure a positive customer experience. • Coordinate day-to-day operations of Bond Brisbane including opening and closing procedures, and inventory management. • Coordinate venue bookings, event enquiries and logistics, including room layouts, catering, audiovisual requirements and scheduling. • Set up, reconfigure and pack down meeting and event spaces, including moving lightweight furniture, arranging room layouts, displaying materials, setting up refreshments and ensuring venues are prepared to required standards. • Maintain the presentation and functionality of meeting rooms, kitchens, breakout spaces and shared areas, including replenishing supplies, unloading dishwashers, receiving deliveries and ensuring spaces are ready for daily use and events. • Provide briefing papers, reports and other information related to the program as requested by the Unit Director. • Order and manage stationery, and office supplies for the Gold Coast and Brisbane campus. • Deliver exceptional customer service to learners, clients, presenters and visitors, ensuring a professional experience across all campus activities and working with external or other events as required.
Program and Student Support	• Professionally liaise with clients, academic staff, external facilitators, and other key stakeholders to coordinate the successful delivery of complex customized

	executive learning programs and events • Monitor enrolments and scheduling allocations of room bookings with the Central Timetabling team.
Marketing	• Support the Marketing Manager, Executive Learning with content generation, copywriting and campus-focused campaign material, particularly for Brisbane-based events and programs. • Assist with building event communications under the direction of the Marketing Manager. • Coordinate development of social media content for Brisbane campus events and activities, in collaboration with the Marketing Manager. • Support enquiry response and CRM record-keeping for campus event leads, working alongside the Marketing Manager who retains oversight of lead nurture and conversion strategy. • Identify and help secure opportunities to bring external events, corporate functions and University activities to the Bond Brisbane campus. • Develop promotional content (photography, short form copy, collateral) that showcases the Brisbane campus, in coordination with the Marketing Manager to ensure brand consistency
Systems, Processes & Policies	• Assist the Unit Director in developing marketing collateral, client materials, and event documentation to ensure the consistent, high-quality delivery of events Executive Learning short course and related education activates
Administration and Finance Management	• Support the unit with general financial processing, invoicing, reconciliation of credit card and payments to suppliers and partners. • Support monitoring of budgets, expenditure and financial performance against targets • Liaise with suppliers and service providers to obtain quotations, coordinate services and support purchasing activities. • Provide administrative support to the Director, Executive Learning, including diary management, meeting coordination, minute-taking and travel arrangements as required. • Manage the day-to-day administration of the Bond Brisbane, including reception, correspondence, telephone and email enquiries, mail, filing and record management.
Continuous Improvement	• Identify ways to improve current work processes to establish more streamlined practices and improved customer outcomes and experience.
Working Relationships	• Establish and maintain positive and beneficial working relationships with customers at all levels.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms.

	• Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.
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Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.