



PLUS
Hovell Tree Inn



Work Placement Position

Best Western Plus Hovell Tree Inn

Functions and Events Intern

Voted within the 'Top 25 Hotels Australia' by TripAdvisor – the Hovell Tree Inn is a premier hospitality provider operating in Albury. We provide quality accommodation, an onsite restaurant and host conferencing and wedding functions.

Subject: Session 1 **(30)**: BUS370
Session 2 **(60)**: BUS370
Specialisation: Management and Events
Location: Albury
Availability: 1 position

Further Info

- Assisting the event coordinator with planning and managing functions
 - Be present at events – assist the team and event coordinator. Must be available to work weekends
 - Assist with the planning of the Wodonga Bridal Fair as well as attend the event
 - Reception assistant – assist with administration duties
 - Social media management – respond to TripAdvisor reviews, Facebook posts
 - Be an assistant to the Director and Assistant Manager
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How to apply

Complete [Form F: Authority to Disclose Information](#), and email along with a covering letter, a copy of your academic transcript and resume to Genna Inzitari genna@inzgroup.com

Closing Date

[Closing Date](#)
