



**Hovell Tree Inn**



**Charles Sturt  
University**

## Work Placement Position

# Best Western Plus Hovell Tree Inn Functions and Events Intern

The Best Western Plus Hovell Tree Inn is a premier hospitality provider operating in Albury. We offer quality 4.5 star accommodation, an onsite restaurant and offer function rooms equipped for functions, conferencing and weddings.

To find out more, visit [hovelltreeinn.com.au](http://hovelltreeinn.com.au)

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**Subject:** **Session 1 (30):** BUS223 (35hrs), BUS370 (120hrs)  
**Session 2 (60):** BUS223, BUS385 (70hrs)

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**Specialisation:** Management, Marketing, Communications, Event Management

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**Location:** Albury

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**Availability:** 1-2 positions available

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- Further information:**
- Assisting the functions coordinator with planning and managing functions. Liaise with clients.
  - Be present at events - assist the team and event coordinator. Must be available to work weekends when needed. Flexible around other jobs.
  - Social media coordination - be creative with photography, push social media ideas and in-house promotions. Work with marketing manager.
  - Reception assistant - assist with administration duties.
  - Restaurant work - work with the restaurant manager, learn about silver service, top notch customer service and food and beverage.
  - Conduct assistant duties for Operations Manager, Front Office Manager and Functions Coordinator.

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**How to apply:** Email cover letter, résumé, academic transcript and [Authority to Disclose Information](#) to Genna Inzitari [genna@inzgroup.com](mailto:genna@inzgroup.com) or [manager@hovelltreeinn.com.au](mailto:manager@hovelltreeinn.com.au)

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**Closing date:** [Closing Date](#)

