# **Conference Personnel - Transport Job Description**

**Transport Personnel Responsibilities**A Transport Personnel is expected to carry out the following tasks:

* Assist with transport on arrival and departure
* Assist with luggage and transfers
* Good understanding of the transport schedule and where all the event/accommodation venues are located to be able assist delegates
* Provide assistance and guidance regarding transport at their location
* Assist with event set up when required especially when the transport section is not as busy
* Attend trainings and briefings

**Transport Personnel Required Skills**This position involves a great deal of contact with delegates so a Transport Volunteer must have the following:

* Customer service skills
* Excellent interpersonal and communication skills
* Speak English fluently
* Confident in speaking to a large group
* Knowledge of the culture and local area
* Well organized and reliable
* Energetic, quick and on their feet
* Physically fit and can lift objects weighing up to 25 kilos
* Show pride in their work
* Positive attitude

*\*Transport personnel will report to the Venue Event Manager if your direct supervisor is not available*

*\*Transport Personnel must have an active mobile phone that he/she can be reached on when required.*