# **Conference Personnel Office Assistant Job Description**

**Personnel Office Assistant Responsibilities**

The Office Assistant is expected to carry out the following tasks:

* Provide clerical and administrative support to Secretariat, its offices and areas of responsibilities and events during the duration of the Annual Meeting
* Should be able to type correspondence and memoranda in English, receive and transmit messages and assist in recording appointments, undertake simple office tasks, collect and dispatch letters and documents, reconfirm airline tickets, liaise with transportation and airport, among other duties.
* Secretaries to update documents and use basic office equipment such as fax and photocopy machines.
* Should be able to troubleshoot when staff experience difficulties using equipment
* Provide reception service, assist walk-in queries, answer phones, take messages, retrieve documents, printing, typing, photocopying, replenish items etc.
* Good understanding of the meeting schedules and venues including Secretariat, its offices, Media and Registration centres
* Event location support
* Assist in any other tasks as required to ensure a successful completion of event
* Attend trainings and briefings

**Office Assistant Required Skills**

This position will require administrative or clerical experience and should also have the following:

● Ability to communicate in spoken and written English.

● Computer and knowledge of Microsoft programs is essential.

● Ability to operate office machines for typing, printing, photocopying.

● Ability to think quickly and adapt to a changing environment

● Ability to think outside the box and ensure things are done on time

● Energetic, flexible and willing to run errands and requests

● Highly efficient and perform tasks professionally and diplomatically.

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

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