

# JOB DESCRIPTION OF TEMPORARY EVENTS ASSISTANT



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| <b>Job Title</b>                  | Temporary Events Assistant  |
| <b>Report to</b>                  | Administrative Services Officer   |
| <b>Background of Organisation</b> | <p>The Oceania National Olympic Committees (ONOC) is one of five Continental Olympic bodies that look after the interests of 17 member nations from the Pacific Region including Australia and New Zealand.</p> <p>The ONOC Headquarters is based in Guam with the President Office and the Technical Secretariat located at 73 Gordon Street, Suva, Fiji</p> |
| <b>Purpose of the position</b>    | To coordinate logistics for the OSEP Training course from 29 April-10 May 2013  |
| <b>Term of employment</b>         | To start immediately and end two weeks after the training (approximately 9 weeks)   |
| <b>Remuneration</b>               | \$250.35 net per week   |

| <b>Duties &amp; responsibilities</b>   |  |
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| <b>Key Tasks</b>   | <b>Expected Outcomes</b>   |
| <b>Key Area: Event/Travel Management</b>   |  |
| <p><b>Co-ordinate the logistics pertaining to OSEP events:</b></p> <ul style="list-style-type: none"> <li>- Travel (air and ground transfers)</li> <li>- Accommodation</li> <li>- Social functions</li> <li>- Allowance</li> <li>- And any other tasks required</li> </ul> | <p>Work with ONOC travel agent to:</p> <ul style="list-style-type: none"> <li>• Confirm participants with appropriate personal details received</li> <li>• Ensure travel tickets are circulated to participants in a timely manner to facilitate travel within requested period and duration of travel.</li> <li>• Arrange travel and all subsequent requirements before/after meetings to enable delegates to travel without incident to attend/depart meeting.</li> </ul> <p>Work with the Australia-Pacific Technical College (APTC) to:</p> <ul style="list-style-type: none"> <li>• Have all training requirements and facilities booked and adequately arranged well ahead of event.</li> <li>• Provide prompt and adequate support to all delegates for duration of meetings.</li> <li>• Ensure all components for event are provided – catering, stationery and audio visual equipment</li> <li>• Confirm and compile participant “workplace assessment” schedule</li> </ul> <p>Be responsible for the:</p> <ul style="list-style-type: none"> <li>• Information pack being completed and circulated to participants</li> <li>• Travel, Rooming and allowance list collated</li> <li>• Successful delivery of any social activities</li> </ul> |

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| <p><b>Ensure training administrative matters are met</b></p> | <ul style="list-style-type: none"> <li>• Daily attendance register kept</li> <li>• Training rooms kept clean and equipment in working order</li> <li>• Training evaluation forms completed and compiled</li> <li>• Event review completed</li> <li>• Post training stories on the OSEP website</li> </ul> |
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| <p align="center"><b>Knowledge, Abilities and Skill</b></p>  |
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| <p>Event planning experience</p> <p>Excellent customer service skills</p> <p>Awareness of Fiji travel requirements</p> <p>Ability to work under pressure and with minimal supervision, a self-starter, communicator, team player</p> <p>Punctual and professional in appearance and approach</p> <p>Computer proficiency – use of Microsoft word, excel and powerpoint, email and website</p> <p>Ability to use basic office equipment – fax, photocopier, scanner, laminator, LCD and binding machines.</p> |