



Job Description

Position Title	Officer
Department	Operations (Events)
Reporting To	Assistant Manager, Operations
Date	June 2017
Type of Position	Full-Time

POSITION DESCRIPTION

The incumbent will assist in organizing and managing events from conception to completion.

DUTIES AND RESPONSIBILITIES

- ✓ Assisting in planning, organizing and execution of all events taking place on campus.
- ✓ Identifying vendors for developing relationships and networks to optimize facilitation for the university.
- ✓ Liaising with clients (internal departments) to ascertain precise requirements for events.
- ✓ Developing and maintaining a database of vendors along with quotations for costs.
- ✓ Coordinating between the client (internal department) and the vendor.
- ✓ Ensuring requests for events align with the university's security, safety and administrative guidelines.
- ✓ Proposing ideas to improve the quality and efficacy of work.
- ✓ Assisting Assistant Manager, Operations in improving and enhancing overall customer satisfaction.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelors' degree in the areas of, or similar to, Marketing, Public Relations or a similar discipline
Required Experience	✓ 1-2 years of work experience in the Event Management or Operations

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Interpersonal skills	High
7.	Organizational skills	High
8.	Time management skills	High