

VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE:	Conferencing Administrator
TEAM:	Conferencing
RESPONSIBLE TO:	Nige De Soyza
NUMBER OF HOURS:	4 hours – 30 hours a week (Flexible)

JOB PURPOSE:

To provide administrative support to the KingsGate Conference Centre team

KEY ACTIVITIES

1. Inputting data
2. Drafting and sending emails to clients
3. Answering phone calls
4. Filing contracts
5. Adhoc administrative tasks to support the Conference Team

