



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

EVENTS ASSISTANT

JOB SUMMARY

The **Events Assistant's** primary responsibility is to provide support and assist the Events and Hospitality Manager in planning and executing events. This includes a wide range of activities, such as coordinating vendors, organizing logistics, managing budgets, and communicating with stakeholders. This is a full-time position and the position holder will have to work flexible work hours as required. He or she reports to the Events and Hospitality Manager.

DUTIES AND RESPONSIBILITIES

- Supports the Events and Hospitality Manager with logistical and administrative matters in relation to hospitality and events.
- Monitors and responds to office emails.
- Answers telephone calls and redirects calls appropriately or takes messages.
- Arranges appointments, maintains department schedule and the office/department diary/calendar.
- Maintains records of all bookings, e.g., venue and catering.
- Liaises with internal and external customers, suppliers, organizations and partners.
- Assists with managing decorations, including setup and takedown.
- Provides support to clients and guests during the event.
- Types, prepares and disseminates correspondence, reports and other documents.
- Prepares agenda, minutes, meeting documents, conference room for departmental meetings.
- Designs, implements and maintains department filing system both electronically and hard copy.
- Tracks inventory of office and equipment supplies, anticipates needed supplies and replenishes stock.
- Keeps supervisor informed of all updates and feedback in a timely manner.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Bachelor's degree in Business Administration or related field from an accredited institution.
- Diploma in Event Management will be an asset.
- Two (2) to three (3) years working experience with conference planning and events.
- Competency in MS applications including Word, Excel, Publisher, Power Point, Outlook and other relevant applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to work well in a team environment.
- Creative thinking and problem-solving abilities.
- Attention to detail.
- Ability to prioritize and manage multiple projects simultaneously.
- Familiarity with event planning software and other tools.

OTHER REQUIREMENTS

- Highly organized.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate and professional appearance and demeanour.
- Commitment to the high moral, spiritual and ethical values of the University.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT-OF-SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than August 15, 2024.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.