

JOB Vacancy Seminar Hall Coordinator

Position: Coordinator Seminar Hall

Reports to: Director

Liases with: Other department especially Cultural and Communication

Purpose:

The Coordinator will be responsible for securing clients for seminars, organizing the space and ensuring all logistics needed are provided.

Main responsibilities:

- marketing the seminar Room
- managing all bookings for the venue
- Handling all administrative procedures and payments by client
- being present at all events
- ensuring the venue is clean for the clients
- attending to any other issues regarding the usage of the space

Education and experience:

- Bachelor of Arts in Marketing, Communication, or related courses
- Experience in organizing Seminars.
- Experience in Planning events
- Ability to speak and write French will be an added advantage
- At least two years working experience

Keys competences:

- Good interpersonal skills
- Good command of MS Office Suite and Internet
- Dynamic and self-motivated
- Flexibility, reliability and professionalism
- Excellent team player
- Good organizational skills
- Good communication skills

Benefits:

1. Net Salary 1300 to 1500Ghc.
2. 5% Commission on all sale of space.
3. Professional Telephone.
4. Private Health insurance after probation and confirmation.
5. Reimbursement for transport expenses for professional purposes.

Working Hours: 40 Hours per week. (Monday-Friday).

Mode of application: Kindly send your CV and application letter to assist-sg@afaccra.org before 5th of October, 2018.

Website: www.afaccra.org