



## **Job Description**

### **Office Assistant - Conference Coordinator**

**POSITION TITLE:** Office Assistant - Conference Coordinator (CC)  
**RESPONSIBLE TO:** Director of Operations (DO)  
**JOB LOCATION:** 413 Blackshaws Road, Altona North, Victoria  
**EFFECTIVE:** 1<sup>st</sup> January 2012

#### **POSITION OBJECTIVES**

- To provide administration and support functions relating to clients and services provided by Pyramid Educational Consultants of Australia P/L, and provide direct support to the DO.

#### **RESPONSIBILITIES AND DUTIES**

##### **1) Client Hosted Workshops (CHW)**

- Ensure all client forms are completed by the client prior to the workshop start date and the applicable ones are made available to the presenting Pyramid Consultants
- Manage and coordinate all logistics for CHWs, including, but not limited to final attendee counts, handout materials and product order forms, billing worksheets, and management of client folders

##### **2) Pyramid Hosted Workshops (PHW)**

- Liaise and organise PHW venues
- Ensure all PHW forms and service information is made available to the assigned consultants, including but not limited to, Service Information Worksheet, travel details and final counts
- Manage and coordinate all logistics for PHWs, including but not limited to final attendee counts, handouts materials and product order forms, and management of client folders

##### **3) Consultation & Clinical Services**

- Ensure all client forms are completed are returned by the client before the service start date and that applicable ones are made available to the assigned Pyramid Consultant

- Manage delivery of materials for all consultations and clinical services
- Manage all client folders and ensure that all service and student forms are filed appropriately

#### **4) General**

- Answer telephone queries, and take messages when the DO is absent or busy on other tasks
- Maintain the Client and Services Databases
- Format new workshop handouts
- Maintain the current mailing lists
- Transfer delegate information to the mailing lists on completion of a workshop
- Make and laminate pictures and other therapy materials as instructed by the DO or Pyramid consultant/s
- Other duties as directed by the DO