

TASTING AUSTRALIA

ADELAIDE / 30 APRIL - 7 MAY 2017

POSITION

EVENT OFFICE ASSISTANT

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Tasting Australia Event Office / Media Centre Coordinator

TASKS

- Answer the Event Office phone promptly, responding to all enquiries as best you can using the resources available to you
- Office Assistants are asked to elevate the enquiry to their supervisor if they do not know how to respond to the enquiry
- Greet Tasting Australia participants and assist them wherever possible
- Perform general administrative duties including photocopying, faxing, filing
- Organise mailing and couriering requirements
- Car Booking requirements
- Any other duties as required

SHIFT TIMES

Saturday 29 April to Sunday 7 May
10:00am – 2:00pm

*Please ensure that you report to the Tasting Australia Event Office/Media Centre before and after each shift, to sign in and out.

LOCATION/TRANSPORT

Position will be based at the Hilton Hotel Tasting Australia Event Office/ Media Centre

*Volunteer is required to make own arrangements to and from each shift.

UNIFORM

Official event long sleeved top, neat, tidy black or denim pants or knee length shorts/skirt, event cap, closed toed comfortable footwear. Please note that sunscreen will be provided. We also suggest wearing layers underneath your event top.

MEAL

Water will be available at all times. A light meal will be provided for shifts over 5 hours