

Job Description

Job title: Project Assistant

Reporting to: Summit Project Manager

Location: London, UK

Duration: Full-time (37.5h per week), end April 2017

Salary: 20K – 22K per annum according to experience

Benefits: 25 days per annum plus Bank holidays
Flexible working
Work scheme pension

Scope

The Project Assistant's primary role is to provide general administrative and secretariat support to the project under the direction of the Summit Project Manager.

Key Responsibilities

- Providing direct administrative support to the Summit Project Manager and other team members when relating to the project
- Liaising with the Office Manager, assist with travel arrangements and expenses processing
- Taking minutes and action notes in planning meetings
- Scheduling meetings and sourcing appropriate venues/online meeting solutions
- Prepare papers for meetings
- Act as first point of contact for WHA member Summit enquiries via phone and Summit email inbox
- Maintain delegate invitation database
- Accompany Project Manager and WHA colleagues on Brazilian site visits as necessary
- Attend World Hepatitis Summit 2017 supporting project activities as they evolve as necessary

Person Specification

ESSENTIAL

- High school diploma or equivalent
- Excellent oral and written communication skills
- Excellent organisational skills
- Ability to focus on multiple tasks at the same time.
- Basic MS Office skills

- At least one year of office work experience
- A commitment to the success of the project
- A positive, “can do” attitude and flexible approach
- A sense of humour
- Ability to work effectively as part of a small team
- Willingness and ability to undertake international travel if necessary

DESIRABLE

- Experience of working in an event management team
- Native Brazilian Portuguese
- Interest in working for an NGO
- Interest in global health