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