



## THE UNIVERSITY OF THE WEST INDIES

### Office of Administration (OoA) (Based at the Regional Headquarters, Kingston, Jamaica)

APPLICATIONS ARE INVITED FOR THE POST OF

### EVENTS & OFFICE MANAGER

The position is responsible for the smooth running, effective management, success and profit of conference facilities at the Regional Headquarters as well as the general efficient operations of the Office of Administration.

#### **Duties and Responsibilities:**

The successful candidate will report to the Assistant / Senior Assistant Registrar (Operations). Duties will include:

- Developing and implement strategic marketing campaigns
- Hosting site visits with prospective clients who are desirous of procuring meeting facilities and services.
- Drafting contracts covering the use of meeting facilities for approval by Legal Counsel and the University Registrar, and ensuring the facilities meet client needs.
- Preparing agreements for exhibition of paintings and other artwork in the building.
- Supervising the preparation of invoices and quotations to be sent to clients on a timely basis.
- Supervising technical support staff in the set-up of audio-visual and other multimedia equipment for use internal and external events.
- Keeping and accurate and updated event schedule for both internal and external events.
- Communicating with staff in an effective and timely manner as it relates to the scheduling of events at the Regional Headquarters.
- Preparing (annual) budgets and quarterly financial reports
- Overseeing general office operations which may include but are not limited to:
  - Coordinating domestic and international travel.
  - Purchasing office supplies and equipment and maintaining proper stock levels.
  - Producing reports and composing correspondence.
  - Creating presentations and other management-level reports.

#### **Qualifications and Experience:**

- BSc degree in a related discipline.
- At least 3 to 5 years relevant experience at an administrative level.

#### **Competencies and Skills:**

- Excellent interpersonal skills and commercial awareness
- Excellent written and oral communication skills.
- Ability to work on own initiative.
- Experience and knowledge of Events Management, Hospitality Management, Project Management and Financial Management are essential.
- Detail oriented
- Competency in Microsoft Office Suite.

Applicants are required to submit detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **CAMPUS REGISTRAR, THE UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: [campusregistraroffice@uwimona.edu.jm](mailto:campusregistraroffice@uwimona.edu.jm)**

**Closing date for receipt of applications is January 31, 2022**
