

Telemedicon 2014

Conference Coordinator

Telemedicon-2014; 10th International Conference of Telemedicine Society of India is being held in All India Institute of Medical Sciences Bhopal between 7th to 9th November 2014. Telemedicine Centre of AIIMS Bhopal is acting as Organizing Secretariat for the conference. We are looking for Conference Coordinator for secretarial assistance.

The Conference Coordinator (C-CO) is responsible for providing general administrative support to the Organizing Secretariat of Telemedicon-14.

The C-CO must be adept at producing high-quality documents (Word, Excel) and various reports under tight deadlines, therefore knowledge of Word, Excel, PowerPoint and Outlook is essential. Multitasking and prioritizing workflow are essential to success in this role. The C-CO should be able to communicate in an articulate manner (written, verbal), and be accustomed to working in a fast-paced environment.

The Conference Coordinator will organize all details and logistics for Telemedicon-2014. The C-CO must be able to perform most work with little assistance/guidance.

The responsibilities include, but are not limited to:

- Compose/prepare correspondence and maintain all documentation.
- Maintaining contacts and calendars via Outlook.
- Ordering, stocking, and distributing office supplies.
- Planning and scheduling meetings and appointments.
- Organizing and maintaining paper and electronic files.
- Coordinate with officials of Telemedicon-2014 and carry out tasks delegated by them.
- Coordinate with participants and troubleshoot their problems related to registration, hotel bookings etc.
- Maintain supplies and equipments.
- Determine meeting specifications and conduct site visits.
- Coordinate with vendors to ensure specifications and requirements are met (caterers, transport, lodging, Audio / Visual facilities and other support agencies.)
- Coordinate multiple meetings simultaneously.
- Demonstrate good public presence and the ability to interact with many types of people at different levels.
- Support fellow staff members.
- Work well under pressure, determine priorities and produce results.
- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting participants).
- Making photocopies, sending faxes, shredding documents.
- Maintaining general office tidiness.
- Providing direct administrative support to the Organizing Secretary.
- Running errands and performing miscellaneous job-related duties as assigned.

Qualifications:

- Bachelor's degree
- English typing speed of at least 50 words per minute
- Proficiency with Microsoft Office Suite (Word, Excel, Power Point and Outlook)
- Excellent written and communication skills in English
- Hospitality, conference facility, and/or meeting planning experience will be given preference

Terms of Service:

- It's purely tenure post (May to November 2014) and candidate will be paid honorarium through Telemedicon-14 Secretarial Assistance Budget.
- Consolidated honorarium of Rs 15000 per month will be paid.

How to apply:

- Send your Curriculum-Vitae with covering letter to **surya.telemedicine@aiimsbhopal.edu.in** before **30th of April**.
- Only shortlisted candidates will be called for interview.