



## **Role Description: Administration Coordinator**

*Responsibilities of the role include:*

- looking after the general administration of the SIG, including preparation of committee meetings, minute-taking and coordinating the information flow within the SIG
- responding to enquiries coming in through the SIG website or social media accounts and forwarding them to the responsible committee member(s)
- dealing with internal administrative details within the committee
- organizing and maintaining a scholarship scheme for conferences and other events
- assisting the SIG Coordinator to maintain smooth and timely communication with Head Office

*An ideal candidate for the position would have:*

- excellent organizational and time management skills
- excellent communication skills
- excellent team player skills
- experience with meetings, agendas, and minute-taking
- good intercultural skills
- good computer literacy skills (using Word, Excel, Google sheets, etc.)