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Data Entry Operator

Job Description

We are looking for a **Data Entry Operator** to join our team to update and maintain information on our company databases and computer systems.

Data entry operator responsibilities include collecting and entering data in databases and maintaining accurate records of valuable conference/Journal information. Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms. Previous experience as a data entry clerk or similar position will be considered an advantage.

Ultimately, a successful data entry operator will be responsible for maintaining accurate, up-to-date and useable information in our systems.

● Responsibilities

- Preparing and sorting documents for data entry within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Creating data backups as part of a contingency plan
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Responding to information requests from authorized members
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions
- Testing new database systems and software updates



Requirements

- Proven data entry work experience, as a Data entry operator or Office clerk (formal computer training may be advantageous in progressing in this career)
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like scanner
- Typing speed and accuracy
- Great interpersonal and communication skills
- Team player
- Excellent knowledge of correct spelling, grammar and punctuation
- Great Attention to detail
- Critical thinker
- Knowledge of grammar and punctuation
- Ability to work to time constraints
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- High school diploma or equivalent; additional computer training or certification will be an asset

Please send your CV to: jobs@irtes.org and write the job title in the subject field.



Conference Coordinators

Job Description

Responsible for all of a gathering's elements, a conference coordinator assumes a lion's share of an event's success or failure. Much of a conference coordinator's work is performed in an office via telephone and computer. But these professionals also travel routinely to scout venues, talk with vendors, and (of course) attend the conferences they put together. It's a full-time job that can be stressful and demand extra hours as the date of the event draws near.

Responsibilities

The most typical things conference coordinators can expect to do:

Develop a Plan

Working with the leaders of the group sponsoring the gathering, conference coordinators come up with a theme for the event and plan activities. They may decide, for instance, to make a keynote speaker the focus of the day's activities followed by roundtable discussions in groups of 20.

Book Speakers

Before they can promote the conference, coordinators have to secure the participation of experts and others who will speak or lead. This may involve the conference coordinator contacting these parties directly or talking to their public relations representatives. Other actions could include putting out requests for possible presenters, such as biologists who'd like to showcase their discoveries at a scientific conference.

Secure a Venue

Taking the number of participants and the types of activities going on into account, the coordinator researches possible locations at which to hold the conference. Visiting the actual facility and talking with representatives from the establishment helps in the decision-making process.



Make Travel Arrangements

When guests are attending from outside the region, the conference coordinator looks into booking blocks of rooms at nearby hotels at a discounted rate. Other jobs may include organizing shuttle service to and from the airport, transporting people to the conference, and offering social activities for downtime. The conference coordinator may even make flight arrangements for speakers and create their itinerary.

Publicize

When details are finalized, the conference coordinator may send out information to interested parties. This might involve mailing literature on the conference's date, location, and purpose to people who are already members of the sponsoring group, such as restaurant owners who belong to a trade association for the food and beverage industry. It also could mean spreading word of the conference in general to individuals or groups with possible interest, such as informing teachers of a conference on new ways to incorporate technology into the classroom.

Organize Activities

The conference itself presents the coordinator with a flurry of tasks both on the days it is being held and the time leading up to it. Responsibilities can include handling registration, selecting food, providing accurate head counts, putting together packets, allocating speaking time, issuing name tags, determining the layout of rooms, and securing audio-visual equipment.

Analyzing

Following the event, the conference coordinator may seek feedback from participants. This information can be helpful in planning future gatherings. The coordinator and the sponsors of the conference usually convene to discuss how things went and to settle any financial matters.

Requirements

Only detail-oriented individuals with the ability to see projects through from start to finish need apply for conference coordinator positions. Multitasking is a way of life when you're in charge of so many different things, and superior organizational abilities are a must. Other desirable abilities include:

- **Interpersonal skills** – dealing with vendors, guests, speakers, and the like requires clear communication and a friendly demeanor



- **Collaboration** – working seamlessly with both members of your own team and outside parties ensures everyone is on the same page and committed to an outstanding outcome
- **Negotiation** – to get satisfactory rates and services requires conference coordinators to discuss terms until an agreement can be reached
- **Thinking on your feet** – when those best-laid plans of conference coordinators go awry, the ability to generate solutions quickly can get the gathering back on track
- Most conference coordinators hold a **bachelor's degree**, oftentimes in meeting and event management. Other popular majors include business, communications, and hospitality. To increase job prospects or further their careers, candidates also may obtain a Certified Meeting Professional (CMP) credential that involves a mixture of experience, continuing education, and passing an exam.

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Tour Guides

Job Description

- Tour Guides are responsible for helping people to visit unfamiliar areas. They usually make special trips with groups of tourists (Conference Participants) in order to show them important places of cities. Their work is very useful for visitors who are for the first time in some areas, because these professionals are very knowledgeable and provide valuable information to people. They may work in travel agencies or museums.
- Tour Guides usually perform many of the following tasks:
 - Describing places to people.
 - Greeting tourists' groups.
 - Providing safety devices.
 - Escorting groups of people on cruises.
 - Providing directions to tourists.

Responsibilities

- Pre-briefing about the group.
- Meeting the group.
- Going over emergency procedures with the group.
- Explaining points of interest during the trip.
- Answering questions about the tour.
- Distributing promotional material.
- Making sure the group stays together and is safe until the end of the tour.

Requirements

- Being flexible and proactive.
- Having good presentation skills.
- Being enthusiastic and friendly.
- Having good verbal communication skills.
- Being able to interact with people from different backgrounds.
- Having multiple language skills (Native Turkish and English are a must).



- Being able to work with a team.
- Having time management skills.
- Being able to retain historical facts.
- Having excellent knowledge about points of interest of specific cities.
- Licensed city tour specialist will be an asset

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