

CONVENTION ASSISTANT QUESTIONNAIRE

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| SW/HRD/QCA/001.1 Issued on 15/01/2020 | Date: |
| Name: | <input type="checkbox"/> Have Qatari Driving License? |

| SN | DESCRIPTION | None | Familiar | Average | Good | Excellent |
|----|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | Assisting all logistical and administrative arrangements for all meetings. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | Managing group registration and access for staff teams to meetings. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | Liaising with external clients to ensure events run smoothly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | Coordinating with all internal sections to facilitate meetings, including preparation of weekly report of forthcoming meetings and events. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | Coordinates the booking of meeting rooms including internal and external meeting room bookings. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. | Liaising with external suppliers to provide consistent and client orientated services are provided for all meetings. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. | Arrangement of furniture and equipment for events. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. | Handling multi-function activities or events including equipment such as electronic controller for lights, display and sound units. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Remarks: