



Job Title:	Registration Assistant
Reports To:	Destination Services Executive
Summary:	The duties of the Registration Assistant includes greeting tourists, having knowledge of local attractions, restaurants, events, etc., assisting with on-site registration, typing delegate name tags, manning local Coastal Mississippi booths, and assisting with special projects headed by Coastal Mississippi.
Duties & Responsibilities:	<p>Responsible for maintaining inventory of necessary materials for scheduled service.</p> <p>Sets up information tables with various Coastal Mississippi tourism brochures, giveaways, bags, etc.</p> <p>Able to provide verbal information to conventioners regarding local amenities.</p> <p>Assists in preparing packets, boxes, bags, etc. for special projects headed by Coastal Mississippi.</p> <p>Types name tags and performs registration duties and any other duties included in convention on-site registration.</p> <p>Performs all other functions as required by the Destination Services Executive or Director of Sales.</p>
Requirements:	<p>Knowledgeable of local attractions, restaurants, events, etc.</p> <p>Ability to cooperate and work in harmony with others.</p> <p>Ability to type.</p> <p>Knowledge of business English.</p> <p>Ability to perform at a high level of proficiency.</p> <p>Positive attitude and self-starter, neat and professionally well groomed.</p> <p>Diplomatic, with a tactful disposition.</p> <p>Must be aware of all related safety procedures.</p> <p>Must have a valid Mississippi driver's license.</p>