

Seminar Assistant

Main Goal: To prep room and documents for the seminar. To assist with scheduling and answer questions after the seminar.

Summary: They are in charge of getting everything prepped and ready for the seminar. They are in charge of working the seminar, welcoming attendees, making sure they sign in and get their packet. They are also in charge of helping attendees sign up for the one-on-one weight loss evaluations after the seminar. They are in charge of updating “urgent updates” after the seminar. They have metrics to report daily and weekly and they have a daily checklist as well.