



Project Officer – Job Description

You have one hour to get all the orders for photos from your customers, advise the photographers so they can organise the photo shoot schedule, pass on the order information to the finance team so they can prepare the invoice and follow up any customer inquiries.

You are responsible for:

1. Showing customers examples of the sizes of the photos (You will need to make these up using the measurements provided)
2. Issue order forms to customers with a copy of the pricing brochure
3. Collecting order forms from customers
4. Giving each customer an order number as you collect the order form
5. Passing on the order forms to the Finance Team for them to prepare an invoice (bill) for payment for the photos
6. Delivering orders to customers

To do this job you need to be good at:

- Talking to customers
- Completing forms
- Working as part of a team

To do this job you will need

- Paper or cardboard for making examples of photo sizes
- Rulers
- Scissors
- Clipboards
- Order forms
- Photo package brochure and Pricing Guide
- Pen for completing order forms



Photo Orders Summary Sheet

Use the Photo Orders Summary Sheet table to collect all the information from the order forms. You will give copies of the information to the photographers (so they book customers in at their preferred time) and a copy to the Finance Team (so they can make up an invoice).

Example

<div> <div>PHOTO ORDERS SUMMARY SHEET</div> <div>Big Smile Photography</div>  </div>								
Order No.	Name	Package Type					Application form to Finance Team?	Time of shoot
		Smile	Grand	Royal	Portrait	Group		
1	Christine	✓					✓	8:00 am
2	Steve				✓		✓	8:15 am
3	Lucy	✓					✓	8:30 am
4	George		✓				✓	8:45 am
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	Total packages ordered of each type	2	1	0	1	0		



Photo Orders Summary Sheet

PHOTO ORDERS
SUMMARY SHEET

Big Smile Photography



Order No.	Name	Package Type					Application form to Finance Team?	Time of shoot
		Smile	Grand	Royal	Portrait	Group		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
	Total packages ordered of each type							