

Placement Opportunity in Ireland

- Location of placement: D-light Studios, Dublin 1
 - Duration: 6 months+
 - Starting date: September 2013
 - Subject area of student: Personal Assistant
 - Any remuneration? No
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- Tasks of Placement Student: Taking charge of emails, general office maintenance, diary organisation, archiving (computer files, hard drives), use of microsoft word and excel very important, use of Adobe Bridge somewhat important, manage accounts, assist on photoshoots on location, research for photoshoots.
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- Presumably an English speaker? Yes
 - Contact
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