



JOB DESCRIPTION

Title:	Project Assistant Intern
Accountable To:	Managing Director
Salary:	Travel Expenses Only – this is an un-paid role with travel expenses paid and additional benefits given throughout the role.

About Us

Desire&Aspire is a full service creative agency with a mission of bridging the gap between the Caribbean and western world. Culture driven, we are a hub of creativity mixed with a sprinkle of culture.

Job Summary

As the Project Assistant Intern, you will be expected to work collaboratively with the team on specific short and long-term projects.

Main Duties and Responsibilities:

- Organise and monitor schedules and deadlines
- Report updates to verbally or in written format to management
- Research both internal and external requirements for set projects
- Schedule meetings and travel arrangements when necessary
- Maintain filing systems and complete any necessary administrative tasks

Required skills and attributes:

- Excellent organisational and communication skills
- Good attention to detail
- Advanced skills on Microsoft Office
- A general interest for cultural activities and entertainment

Essential Information

- Please note that this is an unpaid role
- You will be expected to be available for a monthly team meeting in person, where your travel expenses will be compensated
- If asked to attend any additional events, your travel expenses will be compensated along with meals provided

Please send any questions or queries to info@desireandaspire.com – Good Luck!