



JOB DESCRIPTION

Title:	Administrative 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

Birthered in 2014, Infinite Mas is a fully functioning mas band that takes part in the annual Notting Hill Carnival celebrations. Our mission is to create an immeasurable carnival experience to all masquerades and to promote and support cultural diversity all year round.

Job Summary

As the Administrative Assistant Intern, you will provide support to the managers through handling a variety of tasks to ensure the productive running of the company.

Main Duties and Responsibilities:

- Respond to e-mails and website queries in a timely manner; flagging urgent messages to a member of the management team
- Scheduling both internal and external meetings and making necessary travel arrangements when necessary
- Maintain the filing system
- Doing necessary research, obtaining quotes and putting together briefs when required
- Act as a communication relay, making sure all parties receive necessary information and ensuring that information is correct.

Required skills and attributes:

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

Essential Information

- Please note that this is an unpaid role for the duration of the Carnival season, which runs from October 2019 to October 2020.
- 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
- Infinite Mas is managed by [Desire&Aspire](#) and all requested references would be provided from them.

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