



## JOB DESCRIPTION

# Personal Assistant (PA)

Colèchi is a fashion co-learning and research agency, and we are building a team to grow our exciting projects around reimagining the future of fashion via our journal, research, events and exhibitions. Colèchi are looking for creative, motivated and talented young individuals to join our team through the new Kickstart scheme. Chosen candidates will work within a small team, be self-motivated and interested in growing our fashion agency. You will work closely with the directors and other team members. The role will be predominantly remote, however you may be required to come into the office or attend events.

This is an entry level role, you will be trained on the job.

### **The Role**

Colèchi is looking for a PA to assist the directors with the day to day runnings of the business and become part of the growth of an upcoming fashion agency. The PA's role will involve working closely with the directors, with roles ranging from managing calendars, day-to-day admin, making bookings, managing emails and communicating with external clients and the internal team.

### **This is perfect if you**

- Are a natural planner and organiser
- Are great with written and verbal communication
- Managing emails, calendars and filing systems
- Are an action-oriented person and like to get things done
- Embrace change, as each day will be different

### **Personal requirements**

- Interest in fashion, art, design and/or culture
- Interested in sustainability and the environment
- Loves learning
- Great verbal and written skills

### **Important Requirements - Kickstart Scheme**

- Be between 16 – 24
- Must currently be on universal credit

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## How to apply

Please complete this form <https://forms.gle/83LVNPrDHgxC6jcA>, don't forget to upload your CV if you are having issues email us at [info@Colèchi.com](mailto:info@Colèchi.com).