

**PA to the Director of Projects, Design and Estate**



**Victoria & Albert Museum**

The Director is also responsible for national and international activities in Scotland and India. As the primary point of contact for all enquiries (internal and external) the post-holder will need to become familiar with all activity across the Directorate and be confident in communicating clearly and efficiently with people at all levels.

You will have excellent communication, organisational and administrative skills, the ability to assimilate complex information quickly and experience of prioritising tasks and working to tight deadlines. Excellent IT and diary management skills are essential.

Closing date: 6 February 2012

Interviews will be held on: 24 February 2012

<b>Location:</b>	South Kensington
<b>Category:</b>	Administration
<b>Duration:</b>	
<b>Type of Contract:</b>	Permanent
<b>Hours:</b>	Full Time
added: Jan. 20, 2012	deadline: Feb. 6, 2012

More information: <http://www.peoplebank.com/pbank/owa/pbk24w12.main?p=ddfenUoklefgiimjccedjdbceenZobidnSo3aKn3o3aKnaockgjijin>