

ASSISTANT TO COMPOSER

Ημ/νια:27/9/17 Μέσο: DAILY FAX Σελίδα: 4

ASSISTANT TO COMPOSER

A major Recording Studio based in Neo Psychiko is seeking for a female Personal Assistant to Composer up to 35 years old

Tasks/Objectives:

- Providing administrative support to composer and Managing Director
- Assisting in musical projects for films, theater, and live production
- Organizing and maintaining the studio's calendar and making appointments
- Handling of administrative demands and cooperation with all departments.

Requirements:

- Basic knowledge of Recording techniques and musical skills.
- Excellent command of the Greek and English language (both verbal and written).
- Ability to work with Music Software such as Logic, Pro tools, Sibelius
- Ability to deal issues with discretion and confidentiality.
- Solid professional with ability to work under pressure.

Send your CV at:
minnosmatsasmusic@gmail.com