

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Marketing Assistant

Classification: Sales, Marketing & Advertising

Ref: 13,064

Aims & Objectives: To develop key skills through the experience of work. Insight into working as a client service executive.

Key Tasks: Student will do a certain amount of observation then after training and under supervision may do simple tasks such as attending client meetings to discuss advertising requirements. Observing the creative process from the client brief to creative designs culminating in advertising for either newspapers, magazines, radio or television. Student will observe (and possibly contribute ideas) in discussions on advertising. Some office administration may be required such as answering the telephone and dealing with clients, filing, sending e-mails, researching on the internet, using the fax, and word-processing.

Requirements: Student should have a genuine interest in this area of work. Good communicator with creative flair, good with words. Student should be polite, conscientious and well presented.

Clothing: Smart clothing should be worn.

Working Hours: 9.15am - 5pm. Hours may be flexible if discussed. Max 37 hours per week

Meal Breaks: One hour for lunch. (Which can be taken on or off premises)

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student may use some office equipment such as photocopier after training.LIFTING & MANUAL HANDLING:-Safe lifting and handling to be shown as required.SLIPS, TRIPS & FALLS:-Student must be aware of surroundings for trip hazards, steep stairs etc.ELECTRICITY:-Safe use of electrical items to be shown.WORKPLACE SPECIFIC HAZARDS:-COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L