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# Example of Administrative Assistant Marketing Job Description

Our innovative and growing company is looking for an administrative assistant marketing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative assistant marketing

* Supports and collaborates with other senior executive administrative assistants in planning and coordinating high profile company meetings and events the logistics associated with them
* Supports the preparation of executive meeting materials, and/or assist with the planning of scheduled events
* Review and assist in updating comprehensive daily itineraries for assigned artists that include all elements of daily promotional and tour activities
* Assist Tour Marketing staff with artist travel arrangements for promotional events, including flights, cars, and hotels
* Process invoices for costs associated with Tour Marketing (transportation/backline/glam/tickets, ) and ensure all marketing invoices are properly approved prior to AP submission
* Reconcile company CMC Amex card and BTA accounts
* Review artist promotional and tour accountings to calculate necessary backend payments
* Assist staff in planning artist appearances and events – this includes building budgets, researching and booking venues, and engaging third party vendors
* Maintain artist calendars and label touring schedule to assist finance with tracking of artist activity
* Facilitate ticket solicitations to various departments including organizing and delivering tickets to staff and partners as necessary

## Qualifications for administrative assistant marketing

* Monitor and issue weekly and monthly reports for studio-controlled social media feeds
* Manage marketing award submissions such as Promax
* Coordinate BTS coverage of the studio’s pilots with vendors and network partners
* Design of creative presentations (PowerPoint, Keynote, et al)
* Maintenance of marketing files, information and creative assets databases
* Assembly, upkeep, shipping and tracking of marketing materials and show information