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# Example of Administrative Assistant Marketing Job Description

Our innovative and growing company is searching for experienced candidates for the position of administrative assistant marketing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative assistant marketing

* Answers/ forwards client requests, complaints or questions in a courteous and timely manner
* Compiles computer reports and special assignments
* May compose and reply to correspondence based on organizational practice, policies, and procedures
* Efficiently handle all inquiries in absence of Director and Managers
* Assists and provides support to the Sales & Marketing Managers with contracts, proposals, letters, processing of booking recaps, definite contracts, deposits, rooming lists, and providing all necessary information to other departments
* Participates in Sales meetings and takes Sales meeting minutes
* Support Marketing team (reports, calls, files, facilities, knowing team members' schedules)
* Assist with putting together Power Point deck for Marketing meetings
* Assist with running webinars for Marketing & Strategy meetings
* Order computers and maintain the printers, copiers, fax machines

## Qualifications for administrative assistant marketing

* Must be highly proficient in Microsoft Office Suite, particularly PowerPoint and Outlook
* Ability to be self-motivating and to work independently
* Strong skills in multi-tasking, prioritizing and organizing
* Willingness to step outside of the box and provide assistance to any part of the team
* Providing a variety of administrative, clerical and staff support services including
* Assisting with budget preparation and commitment control