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# Example of Administrative Assistant Marketing Job Description

Our company is looking to fill the role of 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

* Updates and maintains the marketing calendar, and maintains and updates marketing distribution lists
* Orders and distributes materials with security protocol in place, and tracks delivery
* Supports marketing coordinator as needed
* Assists department with other miscellaneous administrative needs as required
* Assist with set up and management of global customer meetings
* Coordinate heavy travel arrangements (domestic and international) for Senior Director for 1-2 additional Directors
* Manage Visa and passport process as needed for international travel
* Coordinate staff meetings and external events including Team Meetings, Leadership Planning meetings, People Planning meetings, and Team/Community events
* Prepare and handle confidential personnel information
* Interface appropriately with many internal and external senior executives, including a broad spectrum of community stakeholders

## Qualifications for administrative assistant marketing

* Minimum of 8 years experience as administrative assistant supporting a team
* Ideally will have experience working in marketing teams in an international and multi-cultural environment
* Experience of organizing and prioritizing an international varied and very busy workload, preferably already in high level administrative support
* Strong team player, sociable, autonomous, dynamic, results focus
* Strong communication skills, strongly customer oriented
* Focused and details oriented with the ability to see the bigger picture