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# Example of Administrative & Marketing Assistant Job Description

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

## Responsibilities for administrative & marketing assistant

* Maintains extensive inter/intra-departmental calendar, prepare daily
* Prioritizes Sr
* Coordinates all travel arrangements and prepare expense reports for the Sr
* Liaises between Sr
* Maintains personal/business contacts, filing systems, correspondence, and purchase office
* May provide scheduling support to specific members of Sr
* Provides administrative support to the marketing department
* Responsible for department billing
* Maintains “company store” inventory
* Coordinates ordering marketing premiums, such as give-a-ways for tradeshows or gifts

## Qualifications for administrative & marketing assistant

* Adeptness and ability to work fast in PowerPoint and Excel preferred
* Excellent written communication, phone manner and interpersonal skills
* Ability to prioritize, work independently and handle a large volume of time-sensitive matters
* Ability to handle confidential materials and issues in a professional manner and to interact effectively with senior management, attorneys, production staff and outside vendors and legal representatives
* Ability to treat highly confidential information with care & discretion
* 3 + years EA or AA experience