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# Example of Advertising Assistant Job Description

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

## Responsibilities for advertising assistant

* Coordinate meetings with other GMS Executives through their assistants (in San Mateo, CA)
* Prepare agendas, action points and presentation material for bi-annual all-GABE meetings and GABE Leadership Team planning sessions (PowerPoint)
* Input to agendas, action points and presentation material for monthly Regional Marketing Representative (RMR) meetings
* Arrange key creative and media agency presentations (in person or via video conference), attending where necessary, taking notes and managing follow-up items
* Provide brand and advertising project support on an ad-hoc basis
* Management of team-wide subscriptions to industry partners (eg
* Act as team coordinator for the Business Continuity Plan and Business Impact Analysis
* Provide assistance, when required, to support GMS Executives when visiting the UK
* Keep staff headcount reports and team organisational charts up-to-date
* Assist with office space planning and floorplan management across various GABE sites

## Qualifications for advertising assistant

* New hire support and on-boarding (organising staff numbers, FTI hardware, site and systems access)
* Provide occasional budget management support and invoice processing
* Maintain an accurate and up-to-date paper and electronic filing systems and managing follow-up itemsa agency presentations (in person or via video conference), attending where necessary, taking noteseg
* Maintain team holiday and sickness logs
* Calendar management, will work closely with his Deputy
* Execellent communication skills – written and oral