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# Example of Advertising Assistant Job Description

Our innovative and growing company is hiring for an advertising assistant. 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 advertising assistant

* Create and execute cost effective, detailed global travel itineraries
* Headcount and space management for a growing team
* Event coordination (including all hands, off-sites, and morale events)
* Help with special newspaper events
* Answering the phone, directing callers to proper people or departments as needed
* Waiting on customers during customer service hours
* Forwarding legal notices to our Decatur office
* Subscription questions and minor delivery problems that are handled locally
* Picking up and sorting mail from post office
* Sorting office copies of newspapers

## Qualifications for advertising assistant

* Proven ability to multi-task in a deadline-driven environment and the ability to work effectively as part of a team
* Sets a high bar for self and team
* The successful candidate also should have MS Office Suite experience-- (especially Excel)
* Customer service oriented by nature
* Set up campaigns and monitor all campaign delivery on an on-going basis and act accordingly to any changes
* Must be proactive and a problem solver