Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-development>

# Example of Assistant, Development Job Description

Our company is searching for experienced candidates for the position of assistant, development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant, development

* Tracks personal and professional life changes (marriages, babies, representation, roles)
* Prepares congratulatory notes for signature by appropriate executive(s)
* Responsible for all gifting
* Tracks gifts executives receive
* Plans and oversees all departmental events, including holiday party, guest speaker series, “Creative” group dinners
* Maintains and updates contact database (talent, filmmakers, agents) and general industry contacts
* Pays all department invoices pertaining to gifts and events
* Performs varied administrative duties as requested, including covering various executives desks as needed, answering phones, placing/rolling calls, scheduling meetings, managing calendars, arranging for drive-on passes for guests, greeting guests, arranging travel, processing expense reports and tracking submitted/paid expenses, maintaining files
* Performs other duties and manages projects as assigned
* Helps with data, merges, and the creation of presentations for Board meetings and corporate presentations

## Qualifications for assistant, development

* 1+ year of previous Development and/or Administrative experience
* Must have knowledge of file set-up, maintenance, filing procedures, data entry, basic math, spelling, grammar, punctuation, English usage, and report & letter formats
* Previous studio experience required
* Previous studio publicity & special events or agency experience preferred
* Must be well versed in proper rules of etiquette and protocol
* Must be self-directed and able to complete tasks under set time constraints and deadlines