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# Example of Communications Assistant Job Description

Our growing company is looking to fill the role of communications assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for communications assistant

* Provide daily support to the Chief Communications Officer which includes but is not limited to answering phones, rolling calls, booking travel, scheduling meetings, processing expense reports, maintaining calendars
* Spearhead talent and filmmaker corporate gifting program on behalf of the studio
* Process and handle corporate contributions
* Edit and finalize press releases
* Handle various logistics for award campaigns on all film titles
* Arrange and facilitate corporate ads on behalf of the studio
* Update, create and maintain various internal documents, charts and calendars
* Plan and organize executive interviews and photo shoots
* Be responsible for monitoring business press and compiling the daily corporate news round-up each morning
* Assist the Corporate Communications team with various projects including events management, writing and research

## Qualifications for communications assistant

* Past EA experience essential, preferably in financial services
* Organized – ability to manage a calendar, think ahead, stay on top of outstanding issues and see that they are resolved
* Proactive – in identifying what the team needs and supporting those needs
* Minimum of 3 years’ experience working in an administrative capacity to an executive in fast-paced entrepreneurial environment
* Must have excellent organizational skills and be able to handle several tasks simultaneously
* Must have experience managing/tracking budgets