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# Example of Marketing Administrative Assistant Job Description

Our growing company is looking to fill the role of marketing administrative assistant. 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 marketing administrative assistant

* Research and extract information and supporting data in preparation for meetings, work projects and reports
* Interface and coordinate activities with clients, key management staff and general team members
* Managing a high volume of phone calls, including screening calls, taking accurate messages and distributing in a timely manner
* Coordinating and scheduling complex domestic and international travel arrangements
* Preparing detailed itineraries
* Maintaining and updating CRM (Backstop) system for the team
* Coordinating with outside vendors to organize key client events such as annual investor days, portfolio manager speaking engagements and strategic firm initiatives
* Preparing and processing timely travel and expense reports using the Concur Expense Application
* Preparing content and background on prospective investors for Portfolio Managers and Senior Marketers
* Assist with organizing artist appearances (keeping calendar for artists, make sure ALL details are being handled (flights, cars, hotels, timings of event, contacts, .)

## Qualifications for marketing administrative assistant

* At least 1 year of digital marketing experience
* Successful candidate will possess a positive attitude, an eagerness to learn and a demonstrated ability
* To thrive in a fast paced work environment while juggling multiple tasks and priorities
* Must be able to multi-task and prioritize to ensure that all
* Manage calendar of VP Global Marketing and ED Consumer Engagement, and schedule appointments and meetings
* Facilitate communication through daily mail and e-mail analysis, management of incoming phone calls and logs, and other electronic communications