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# Example of Marketing Administrative Assistant Job Description

Our company is growing rapidly and is looking to fill the role of marketing administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for marketing administrative assistant

* Schedules and coordinates agendas for various internal meetings, including niche meetings
* Greets clients, answers telephone and effectively communicates messages
* Maintains marketing contact lists and data
* Schedules employee photo sessions
* Provides photocopy, scanning and other document management services including proposals
* Ensures that meeting rooms are prepared for marketing-led meetings
* Handles the processing of marketing invoices and expenses
* Oversees all ordering and organization of marketing items
* Can provide marketing support and execution of initiatives within the Bethesda/DC Metro geography
* Takes an active role in scheduling / attending Bethesda marketing meetings, working with office leaders and marketing manager to facilitate marketing plans and tactics, and executing on marketing items that arise within these meetings

## Qualifications for marketing administrative assistant

* Professional maturity, poise and integrity in all day-to-day interactions with other department employees, senior management, Networks and Corporate, numerous internal and external clients
* Maintains confidentiality of privileged and sensitive information related to the company and personnel
* An ability to work well with and manage a number of different personalities
* A positive attitude, self-motivated, proactive and flexible
* Excellent phone skills - pleasant, and helpful
* Exercises professionalism, poise and tact in all verbal and written correspondence with internal and external customers