



Example of Administrative & Marketing Assistant Job Description

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Our innovative and growing company is hiring for an administrative & marketing 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 administrative & marketing assistant

- Maintain and distribute the global and regional marketing calendars
- Coordinate the development of the annual fiscal planning guide
- Post approved Marketing Calendars, Concept Briefs, Program Briefs and Pricing Approval Forms to the SharePoint site
- Maintain filing and records management system along with other office flow needs and procedures (i.e., mail distribution, Thyme/vacation tracking, Marketing Calendars, Trademark Approvals)
- Manage schedule and agenda for monthly Marketing Steering Team Meetings with the Global Marketing Team Leaders
- Support organization of Global Marketing Team strategy planning meetings and quarterly team off-site meetings
- Research information to develop and prepare any supporting data needed in preparation for meetings, work projects and reports
- Manage the Direct Purchase Order process for the Global Marketing team including entering estimates on the system, gaining approvals, matching PO's to invoices, confirming invoices on the system and supplying Finance with documents for payment
- Support VP Global Marketing with fiscal year department budget tracking
- Coordinate travel for the VP of Global Marketing and ED consumer Engagement in accordance with company policy and personal preferences

- Compile and manage expense reports for VP Global Marketing and ED Consumer Engagement
- Compile and submit expense reports for American Express Corporate Meeting Card for Global Marketing Team
- Maintain department materials by regular ordering of both equipment and supplies related to department's daily needs
- Interface with appropriate Aveda/EL personnel on team member or intern set-up, clean-up, or internal moves (including GIS/Office Services manager and HR)
- Other AVEDA duties as assigned and/or requested
- Composes, types, and distributes meetings notes, routine correspondence, and reports