



Example of Administrative & Marketing Assistant Job Description

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Our innovative and growing company is looking for an administrative & marketing assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative & marketing assistant

- Maintains extensive inter/intra-departmental calendar, prepare daily
- Prioritizes Sr
- Coordinates all travel arrangements and prepare expense reports for the Sr
- Liaises between Sr
- Maintains personal/business contacts, filing systems, correspondence, and purchase office
- May provide scheduling support to specific members of Sr
- Provides administrative support to the marketing department
- Responsible for department billing
- Maintains "company store" inventory
- Coordinates ordering marketing premiums, such as give-a-ways for tradeshow or gifts

Qualifications for administrative & marketing assistant

- Adeptness and ability to work fast in PowerPoint and Excel preferred
- Excellent written communication, phone manner and interpersonal skills
- Ability to prioritize, work independently and handle a large volume of time-sensitive matters
- Ability to handle confidential materials and issues in a professional manner and to interact effectively with senior management, attorneys, production staff and outside vendors and legal representatives

