



Example of Administrative & Marketing Assistant Job Description

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Our 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

- Maintains and monitors contact list in firm CRM system for Bethesda office
- Develops and maintains Bethesda networking calendar
- Monitor, track and facilitate follow-up on all marketing initiatives for Bethesda
- Manage all elements of conferences and events including venue selection, vendor relationships, collateral production, invitations, promotional items, and onsite set-up, break-down, and coverage, if warranted
- Assist partners and marketing managers to support and edit proposal / pitch and other collateral materials (editing, packaging, binding, copies)
- Conducts and compiles research files on prospects, clients, competitive analysis
- Sets up tracking programs for various initiatives and reports on progress of each
- Establishes and manages relationships with appropriate Bethesda organizations, vendors
- Processes all paper flow in and out of the department
- Maintains a filing system or reports and pertinent hotel records

Qualifications for administrative & marketing assistant

- Self starter with the ability to work in a high pressure environment - enthusiastic, self-motivated, good common sense, effective under pressure,

- Years' secretarial/administrative experience supporting a senior manager/director or other sufficient job-related experience in the financial industry is required, two or more years of departmental clerical support or administrative assistant experience
- Ability to work with a high degree of integrity and confidentiality
- 1+ years of music industry experience, with prior touring/marketing/finance experience
- Minimum one-two year's marketing or agency experience, entertainment industry preferred