



Example of Administrative & Marketing Assistant Job Description

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Our company is looking for an administrative & marketing assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrative & marketing assistant

- May manage floor activity (ordering supplies, new hire 1-9 processing, equipment ordering,) in assigned location
- Provide day to day administrative support to a VP and provide extended support for team requests, meetings and other administrative tasks
- Provide calendar management, including the scheduling process for meetings and team events for a team, tele-presence reservations, other offsite venues as needed, meeting invites, ordering meals
- Work with other executive support peers and have access to sensitive/confidential executive material
- Provide support on ad-hoc problem solving matters and business analysis
- Organize and maintain correspondence and records
- Coordinate all the logistics related to visitors' accommodations, transfers
- Support marketing teams in the coordination of events inside & outside de office
- Answers phones, handles schedules, and expense reports and organizes travel for both Vice Presidents
- Schedules meetings and presentations across multiple departments and with outside partners

Qualifications for administrative & marketing assistant

- Interest in international is preferred

- Must be willing to work long hours
- Must be detail-oriented and have an exceptional memory
- Ability to maintain manual dexterity to access computer, extract and input information, and remained seated before a computer for extended periods of time
- Interest in Strategy and Research a plus