



Example of Administrative Job Description

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

Responsibilities for administrative

- Manage press check-in at publicity screenings and maintain attendance lists
- Create and maintain publicity contact sheets and team calendars
- Administer clerical duties such as correspondence, calendar, travel and expenses, filing, and covering phones
- Responsible for supporting the SVP/Market Manager and performing daily office functions
- Provide clerical and phone support to the SVP/Market Manager
- Maintain the SVP/MM's calendar and handle the scheduling of appointments
- Make travel arrangements, prepare expense reports, and order and maintain station supplies
- Maintain the station's Public File
- Assist with administrative duties such as calendar maintenance, meeting coordination, phone coverage, email correspondence, typing, copying, filing, and faxing
- Assist with the expense report submission process

Qualifications for administrative

- Prior administrative experience in the entertainment industry ideally within marketing, promotions or publicity
- An individual seeking this position should have past experience working with multiple clients, departments, etc
- Availability to work screenings, premieres and press junkets
- Coordinate complex domestic and international travel plans

- Assist with the distribution of quarterly mailings which may include typing or editing the cover letter, creating mail merge for labels, printing labels and packaging the mailings