



# Example of Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant

- Assisting in meeting preparation and meeting of greeting of clients visiting the office
- Position reports to three executives in the Publicity department
- Requires a professional interest in publicity and media relations
- Must have basic knowledge of entertainment publicity, talent and related business contacts (agents, mgrs, publicists, media outlets)
- Must possess a positive & can-do attitude, be a self-starter, able to multi-task, and prioritize in a fast paced work environment
- Daily scanning of trades, newspapers and entertainment weeklies for compilation of daily press clip packet
- Compilation of media quote sheets, pitching charts and publicity status reports
- Responsible for compiling and updating media contact database for print and broadcast media
- Assist with broadcast clip selection and manage all aspects of clip clearances and delivery
- List management including maintaining accurate dates and contact info for talent/EP birthdays, show rosters, management contacts

## Qualifications for assistant

- Passion for animation and pop culture a plus!
- Interpersonal skills are a must as the position requires building rela

- Previous Medical Office Management experience
- Minimum level 8 in English language (in a scale 1-10)