



Example of Assistant Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for an 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 assistant

- Initiates and implements improvements on a regular basis
- Generates ideas to streamline office operations
- Provide administrative support to include coordination of meetings, conferences, arranging travel, document finalization, tracking and submitting expense reports, managing calendars, researching information from internal and external sources and responding to routine inquiries
- Process travel authorization forms and processes using GovTrip, Concur, and Foreign Travel Management Systems
- Coordinating the preparation and assembly of materials for meetings
- Scheduling and managing logistic arrangements for meetings
- Assisting and coordinating special projects
- Support SVP Finance, SVP Production Accounting, and VP Marketing by answering phones, managing calendars and conference room reservations, handling travel arrangements, administering parking validations and log, filing, sorting mail and processing expense reports
- Opportunity to learn production accounting systems (EP and Cast and Crew), entering AP, petty cash and journals for current shows
- Liaising with project accountants in the field, assisting with ad hoc questions and vendor request forms

Qualifications for assistant

- The ability to obtain and maintain a government suitability/badge
- Experience working with the Department of Energy, FERC, EPA, and/or FEMA
- Experience working with GovTrip, Concur, and Foreign Travel Management Systems
- Demonstrated outstanding level of professionalism in providing administrative support, including ability to exercise good judgment and to act with discretion, tact and diplomacy