



Example of Communications Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of communications 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 communications assistant

- Provide daily support to the Chief Communications Officer which includes but is not limited to answering phones, rolling calls, booking travel, scheduling meetings, processing expense reports, maintaining calendars
- Spearhead talent and filmmaker corporate gifting program on behalf of the studio
- Process and handle corporate contributions
- Edit and finalize press releases
- Handle various logistics for award campaigns on all film titles
- Arrange and facilitate corporate ads on behalf of the studio
- Update, create and maintain various internal documents, charts and calendars
- Plan and organize executive interviews and photo shoots
- Be responsible for monitoring business press and compiling the daily corporate news round-up each morning
- Assist the Corporate Communications team with various projects including events management, writing and research

Qualifications for communications assistant

- Past EA experience essential, preferably in financial services
- Organized – ability to manage a calendar, think ahead, stay on top of outstanding issues and see that they are resolved
- Proactive – in identifying what the team needs and supporting those needs
- Minimum of 3 years' experience working in an administrative capacity to an

- Must have excellent organizational skills and be able to handle several tasks simultaneously
- Must have experience managing/tracking budgets