



Example of Communications Assistant Job Description

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

- Liaise with printers and other vendors
- Make travel arrangements for communications team members
- Compile articles and consumer chatter concerning HBO, matters of tactical and strategic interest to the company
- Producing content for email, social channels and the web and implementing the digital communications strategy through scheduled campaigns
- Measuring the performance of digital communications
- Supporting colleagues to develop the use and range of digital channels, in line with end-user demand
- Handling media enquiries and directing to appropriate colleagues
- Supporting with media monitoring, benchmarking, research and evaluation
- Production of reports on communications activities for key stakeholders
- Supporting the implementation of the department's planning approach through the use of Slack or similar tools

Qualifications for communications assistant

- Must understand the MTV brand competitive brands in both traditional and emerging sectors, especially TV, digital, music, social and mobile
- Experience in videography, photography, video and animation production
- Familiar with various video codecs and compression
- Excellent writing skills (familiarity with AP Style is preferred)

