



Example of Communications Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of communications assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for communications assistant

- Drafting and editing talking points, scripts, press releases, intra-company communications and other materials
- Generating schedules for executives for premieres, speaking engagements, charity and awards events
- Answering the Executive's phone lines, office phones, rolling calls, fielding requests for information and routing to appropriate departments
- Filing and retrieving corporate documents, records, and reports
- Maintaining and updating executive contacts
- Assisting with all initiatives surrounding corporate events, corporate philanthropy and corporate ads
- Performing ad hoc assignments and projects as assigned
- Work with designers to produce promotional material such as posters, banners, booklets
- Produce information packs when required for the team and clients
- Collaborate with the wider corporate support teams, including HR, Facilities, Finance and IT, to ensure smooth running of the team

Qualifications for communications assistant

- Interest in Media or Publicity a plus
- Experience with Microsoft Office Suite, persuasive writing, marketing, public

- Organized professional who can seamlessly manage the rigors of an important and
- Often demanding government communications environment
- Work off-site, full-time, at the National
- Organizational skills and an exceptional ability to pay attention to