



Example of Content Assistant Job Description

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Our company is growing rapidly and is looking for a content 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 content assistant

- Raise bugs with ecommerce support team
- Support the Production team when required
- Arrange, confirm and manage detailed calendars for VPs and team
- Place, receive and manage high volume of phone calls and e-mails
- Schedule and coordinate international and domestic travel including flights, hotel, ground transportation, travel advances and foreign currency
- Perform general tasks including, but not limited to, preparing correspondence, file organization, research requested information, archiving, preparing pre-meeting materials for review
- Prepare travel and expense reports on a timely basis
- Work in Outlook to maintain calendar and contacts and to schedule internal and external meetings
- Coverage of submission materials and ability to work in tandem/shadow executives in order to maintain knowledge of projects
- The ability to support two executives, and assist with team projects and events as needed

Qualifications for content assistant

- Thorough understanding of the customer
- Knowledge of html (not essential but beneficial)
- Able to work both independently & as a team

- Thorough knowledge of social media, community management and engagement, and building brand advocacy for brands
- Personal interest in fashion is essential