



Example of Creative Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of creative assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for creative assistant

- Perform general office duties including ordering supplies, maintaining records management systems, filing and retrieval of corporate documents, records and reports
- Manage high volume external guest meetings
- Organize daily calendars
- Campaign support (under direction of VD& SAD)
- Works with project managers and team members to provide professional recommendations for concept, art direction (if asked by Visual Director/Senior Art Director), production, print buying, and monitors quality control
- Responsible for supporting the creative team on a day-to-day basis general admin, studio upkeep, gatekeeper of creative references and materials (working with the Visual Services Coordinator on the project management team)
- Manage Outlook calendars for executives which involves frequent adjustments & updates throughout the day
- Invoices – assist in submitting & coding of vendor invoices
- Have a dotted line reporting into and assisting with any projects assigned by the Vice President of Creative Services
- Assist with any basic administrative needs of the department including but not limited to expenses, travel booking, coordination of influencer gifting

Qualifications for creative assistant

- Expert in Adobe Creative Suite 5+ (Illustrator, Photoshop, InDesign at minimum)
- Working knowledge of e-mail and mobile best practices
- Ability to multitask, conceptualize, create and work directly with other employees
- Ability to interpret and translate analytic thinking into creative concepts
- A strong portfolio with a range of in-market digital and print work