



Example of Creative Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of creative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for creative assistant

- Analyzes, compiles, updates and maintains data on spreadsheets and in Word
- Prepares and distributes documents and reports on a daily basis
- Maintains department files and cover phone system
- Liaise with finance team and accounts payable regarding vendor set up, vendor follow up, troubleshooting
- Expense reporting for both VPs
- Input windows calendar dates onto the Team Site for the NY Metro region
- Order supplies for all VPs, ensure to stay within supply budget
- Additional and operational administrative tasks as needed
- QC of promos
- Loading footage

Qualifications for creative assistant

- Familiar with UX / HTML a bonus
- Fluency in PowerPoint
- Ability to work with a variety of people/personalities in various disciplines
- Knowledge of fashion/beauty industry preferred
- Must be familiar with CM's voice and style
- Must be extremely resourceful and efficient