



Example of Creative Assistant Job Description

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Our company is looking to fill the role of creative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for creative assistant

- Navigating AMCN's MAM
- Other general post production assistance
- Associate checking on a Springboard (Creative Services production) request
- Associate having difficulty logging into the Resource Hub
- Associate looking for a flyer/piece of collateral that is not available on the Resource Hub, but may have been used historically
- Associate needing an ad resized for use in a publication
- Customer (or non-customer) complaint / Do not call/mail request
- Associate planning an in-store event and asking for procedures/resources/guidance on hosting
- Stores producing their own advertising or flyers and asking for Marketing/Compliance approval
- Stores reporting that an internet search comes back with the wrong address for their location

Qualifications for creative assistant

- Comfortable with fundamentals of Creative Suite (specifically InDesign & Photoshop)
- Must be a "go-getter" with a motivated, can-do attitude that thrives in an entrepreneurial, fast paced environment
- Must be exceptionally organized and goal oriented
- 3 - 5 years experience as an administrative assistant preferred

