



Example of Creative Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Screen/prioritize/direct incoming calls and email/correspondence taking appropriate actions as necessary
- Provide clerical support, direction, guidance, and/or training to department
- Organize daily work flow for the Founder/Creative Director and the Brand Manager
- Coordinate all travel arrangements, both domestic and international and detailed itineraries
- Manage the Creative Director's day-to-day business and personal schedule
- Research and book all travel arrangements including flights, cars, and lodging
- Compile, complete and submit Creative Director's in-town and travel expenses weekly
- Liaise with the fashion department as it applies to the Creative Director and provide organization support and scheduling
- Responsible for all fashion week scheduling—ticket requests, compiling editor packets, mapping and coordination
- Organize run-throughs and book fit models for upcoming fashion photo shoots

Qualifications for creative assistant

- Dynamic individual who has energy and enthusiasm and has an ongoing commitment to achieving high quality results
- Exceptional organizational, multitasking, follow through and attention to

- Dependable and detail oriented, willing to give more than the minimum required
- Creative problem solver who seeks ways to show initiative
- Works well with people or groups who can handle multiple managers
- Self-motivated, can anticipate needs of others