



Example of HBO Executive Assistant Job Description

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Our company is hiring for a HBO executive assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HBO executive assistant

- Assist in the production HBO's annual Emmy box – assist with credit confirmations, copy editing, proofing, photo compilation, recordkeeping of show selections for Emmy entry
 - Maintain an awards database and calendar for all programming and awards competitions
 - Work with the HBO awards department as needed in crunch time as entries are being generated
 - Work cooperatively with HBO studio on delivery and encoding of entry materials
 - Assist with Awards ceremony rsvp's for nominated HBO talent
 - Provide general administrative support to two VPs as requested
 - Calendar management for the VP and TA Managers which includes but not limited to complex scheduling of interviews, conference coordination with internals and external business partners such as recruiting agencies, diversity partners, key contacts across the enterprise
 - Seek opportunities to improve processes, make suggestions accepting input/feedback
 - Duties also include heavy office administration including logging submissions, maintaining files, managing databases, and logging and tracking materials research related to projects in development, production and post
 - Administrative support (schedule meetings, manage calendars, travel arrangements, expense reports, handle phones, mailings,) for the Vice President of Corporate Affairs
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- Must be a quick study, self-motivated, detail-oriented, and a team player with good interpersonal skills and polished manner
- 1-2 years of industry experience with knowledge of entertainment community
- Understand the development and production process
- Have a positive attitude and be able to work efficiently under pressure
- Familiarity with FileMaker, MM Budgeting/Scheduling, EP Budgeting/Scheduling, MS Word, and MS Excel preferred
- Ideal candidate should have a polished manner, be a quick study, possess exceptional multi-tasking abilities and be an independent thinker who is very detail oriented with excellent organizational skills