Example of HBO Executive Assistant Job Description

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Our innovative and growing company is hiring for a HBO executive assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for HBO executive assistant

- Administrative support for Vice President of Post Production (scheduling meetings, arranging travel, preparing expense reports, rolling calls and filing)
- Organizing and maintaining vital post information and workflows for an increasing slate of original programming
- Aiding the VP in the search for key editorial staff
- Overseeing the technical setup of dailies/cuts between production, editorial, facilities and studio
- Review scripts and help define the post budget, schedule and VFX scope with the VP
- Aiding in the tracking/delivery of picture and audio deliverables for press, promo, awards, and master delivery for domestic and international territories
- Provide support by keeping daily calendar, setting meetings, answering phones, preparing expense reports, and making travel arrangements
- Assist other team members with departmental tasks as needed
- Serve as back-up for various departmental processes
- Keeping executive's calendar & arranging meetings

Qualifications for HBO executive assistant

- Must be able to pay attention to detail and be able to multitask
- Must be able to work well under pressure and be able to cover any desk seamlessly

- 2+ years working in media or technology industries
- Strong detail-oriented organization skills