



# Example of Network Assistant Job Description

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Our company is looking to fill the role of network 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 network assistant

- Assist with prospecting of new clients
- Work directly with Traffic Dept
- Responsible for upkeep of client database
- Create Marketing pieces on Series successes and new Programming releases for AE use
- Coordinate client mailings as needed
- Other administrative duties as needed and as directed by the Supervisor
- Create/Submit technical communications/documents to internal and external customers as needed
- Managing and updating several email lists to coordinate mass mailings, memos, e-blasts, newsletters and more
- Coordinating with other Executive Assistants on a regular basis to align multiple meetings, travel, and events in order to align with time differences
- Arranging internal meetings, calls

## Qualifications for network assistant

- Minimum 1 year experience using Microsoft Word, Excel, PowerPoint, and Outlook
- Recent graduate or minimum of 2 years administrative/clerical experience in an office environment preferred
- Strong interpersonal skills, ability to handle multiple projects simultaneously
- Must be able to communicate clearly and effectively at all levels

