

# Job description template: Administrative assistant

## Job Description:

There are jobs, and then there is the job of your life. Are you looking for a position that will make you want to get up in the morning? The insight, innovation, and passion of hardworking teams have helped [the name of the company] grow into a global company that is governed responsibly and ethically. We are open and transparent, support good causes, and protect the environment. This is a place where you can be proud to be a part of an inspirational team and do something that matters.

Our thriving company is looking to hire an experienced administrative assistant to join our creative team at [the name of the company]. Below you can find the list of responsibilities and qualifications the ideal candidate presents. However, please note that we will also consider candidates who do not necessarily have all of the qualifications, as we also value sufficient experience and talent.

## Responsibilities:

- managing Vice Presidents' travel expenses;
- providing administrative support to [the names of the departments/positions/partners]
- answering, screening, and directing phone calls
- organizing, facilitating, and prioritizing communication with [the names of people/positions/departments] and their direct reports
- liaising with other marketing, internal, and external partner contacts or teams
- helping with the day-to-day duties within [the name of the department]
- assisting with the preparation of artist guest lists for events
- attending events when executive staff is not available (meeting label and partner needs professionally)

## Working hours and benefits:

- Dental/disability/health insurance
- Paid time off
- Retirement plan

## Qualifications and skills:

- keen interest in the [the names of the industry-related interests]
- very good knowledge of MS Office, [the names of other types of software products]
- immaculate appearance, very good organization, and detail orientation

## Education and experience:

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- Bachelor's Degree/Masters Degree in [the course name]
- three years experience working as an Administrative Assistant/in the entertainment or related industry

We invite all interested and qualified candidates to send their resumes to [email address].