

Administrative Assistant

Division: Public Relations (PR)

Reports To: Senior Director of Publicity

Summary:

Provides administrative support to the Senior Director of Publicity. Compiles and maintains records of the business transactions and office activities of the PR firm

Job Description- Essential Duties:

- Full-time entry level assistant sought for a busy boutique size Public Relations firm in entertainment and social betterment.
- Developing and maintaining several press and talent contact lists. Database development/management.
- Assist with data collection for client reports.
- Solicit press to attend events. Light pitching. Media monitoring.
- Flexible Schedule for Special Events. Company travel may be required.
- Arranges Senior Director's travel schedule and makes appropriate reservations.
- Booking appointments and managing multiple calendars
- Planning and organizing special events
- Handling special projects
- Ability to work in a fast pace environment and adjust with change to routine

Marginal Duties:

- Performs clerical duties for the business office.
- Answers incoming phone calls in a prompt, polite, professional manner.
- Opens and routes incoming email, answers correspondence, and prepares outgoing mail.
- Handles customer complaints or refers to appropriate employee as necessary for resolution.
- Provides word processing support for the firm. Maintains word processing files in a secure and confidential manner.
- Files accounting work, correspondence, and other records.
- Prepares and sends out receipts, bills, policies, invoices, statements, and checks.
- Composes and prepares routine correspondence.
- Records orders for merchandise or service.
- Receives, counts, and confirm customer payments.
- Greets visitors, ascertains the nature of their business, and conducts them to the appropriate person.
- Orders/purchases supplies.
- Schedules appointments when necessary.
- Records minutes of staff meetings.
- Makes copies of correspondence or other printed matter.
- Maintains office equipment (i.e., copiers, printers, fax machines, etc.). Trains PR personnel in its use and troubleshoots problems.
- Handles special clerical projects as instructed.
- Maintains a knowledge of basic public relations information to act as a resource for incoming callers requesting such information.
- Maintains professional appearance and neat work area.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

- Valid Driver's License

General Skills/Attributes:

- Able to follow instructions
- Works well under pressure
- Multi-Task and Highly organized
- Punctual/Timely
- Team Player
- Computer Literate
 - i.e. Microsoft Office: Word, Excel, PowerPoint, Outlook, Adobe Programs Photoshop and Reader, Quickbooks
- Excellent Public Communication and Interpersonal Skills
- Confident Speaker
- Dependable
- Effective Listener

Language Skills:

- Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to calculate figures and amounts such as commissions, proportions and percentages. Ability to apply concepts of basic mathematical skills.

Education and/or Experience:

- High School Diploma
- Some college preferred or previous experience in public relations

Salary:

- 2 Week Training Period
- \$21,000 - \$25,000/Yearly
- Bonuses Available; Career Growth Opportunities

Avid Exposure LLC
8721 Sunset Blvd., P-3
West Hollywood, Ca 90069

Tel 310-358-9232
Fax 310-358-9251
<http://www.avidexposure.com>

Avid Solutions For True Exposure™