

MIDAN MARKETING

Job Description 01.2012



Location: **Statesville, NC**

Job Title: **Administrative Assistant, Creative Team**

Reports to: **Adamo and Sheryl Lippard**

Title(s): **Creative Communication Director and Executive Assistant**

Type of position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern		Hours: 40 per week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
DESCRIPTION OF DAY-TO-DAY DUTIES <ul style="list-style-type: none"> • Meet and greet visitors to Statesville office • Assist and support the Creative Communication Director and Executive Assistant • Assist and support members of the Creative Team • Answer phones in Statesville office • Prepare and send miscellaneous mailings/shipping as necessary • Organize and maintain inventory of paper and collateral samples and Midan's creative portfolio • Maintain e-newsletter website databases • Proofread client projects • Support Creative Communication Director with Project timelines and reports • Create regular reports on website and AdWords campaign performance for clients as needed • Build client e-newsletters in content management system, send test e-mails and schedule e-newsletters for release • Update content on client web sites using content management system • Take and/or file meeting minutes on an as-needed basis • Read trade publications as needed • Provide support to clients as needed • Compile credit card receipts, scan receipts for invoicing • Prepare the <i>Top 5</i>- the weekly report that also includes our work schedules • Setting up the Conference rooms for meetings • Assist with general housekeeping and recycles 		
WORK EXPERIENCE REQUIREMENTS <ul style="list-style-type: none"> • Intermediate to advanced knowledge of Word, Excel and PowerPoint • Ability to quickly learn and become efficient with new programs and processes • Attention to detail, proof own work before sending on • Top-notch organization skills and a task-oriented mindset • Ability to manage multiple tasks concurrently and take direction from multiple team members • Willingness to try new tasks beyond strict admin duties (i.e. work with a website Content Management System) • Experience being "front of the house"; professional demeanor and phone manners • Team player with a great attitude! 		
EDUCATION REQUIREMENTS		SPECIAL TRAINING REQUIREMENTS
Bachelor's Degree		Microsoft Office Suite