



# AGENCY TWO TWELVE

## **Job Description:**

Office Manager/Marketing Assistant

Supervisor: CEO

## **Job Summary:**

Working under the supervision of the CEO, the full-time Administrative Assistant oversees and manages all office procedures, receptionist and project-based work. Must project a professional company image through in-person and phone interaction. In addition to assisting with the efforts of marketing, communications and public relations and coordinates at the strategic and tactical levels with the other functions of Agency Two Twelve and its clients.

## **Principle Accountabilities:**

*Marketing, communications and public relations*

1. Oversee all aspects of general office coordination.
2. Maintain office calendar to coordinate work flow and meetings.
3. Maintain confidentiality in all aspects of client, staff and agency information.
4. Monitor and update organization's website with projects weekly.
5. Interact with clients, vendors, and visitors. Manage press as directed.
6. Answer telephones and transfer to appropriate staff member.
7. Open, sort and distribute incoming correspondence.
8. Prepare responses to correspondence containing routine inquiries.
9. Perform general clerical duties to include, but not limited to, bookkeeping, copying, mailing, and filing.
10. Coordinate office services, such as billing and contract preparation.
11. Create and modify documents such as invoices, reports, memos, letters and using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
12. May conduct research, compile data and prepare papers for consideration and Presentation.
13. Set up and coordinate meetings and conferences including but not limited to: annual meetings, customer appreciation events, etc.
14. Copy edit written material.
15. Assist with generation and distribution of press releases, newsletters, etc.
16. Make travel arrangements for staff.
17. Collect and maintain inventory of office equipment and supplies.
18. Research, price and purchase equipment and supplies.

19. Arrange for the repair and maintenance of office equipment.
20. Support staff in assigned project-based work as needed.
21. Manage logo wear and promotional product ordering.
22. Assist on commercial shoots as needed.
23. Obtain quotes for projects.
23. Other duties as assigned by CEO, Creative Director, and staff.

Daily Accountabilities:

1. Add projects to project management software and manage work flow, including archiving of completed projects and keeping projects on task.
2. Send in advertisements or files to: newspapers, print agencies, TV, or radio stations.
3. Assist with updating the back end of websites
4. Assist with changing or updating website plug-ins
5. Complete and update website help sheets for trainings
6. Assist in researching or developing web content, finding images, or helping with SEO
7. Assist in securing template options for prospective web clients