

Sibley Entertainment Company

<http://sibleyentertainment.com/job/administrative-assistant/>

Administrative Assistant

Description

Assist management with daily tasks. Attend interviews, meetings, and photo shoots.

Responsibilities

Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly.

Assist in training staff members and new hires.

Implement and monitor programs as directed by management, and see the programs through to completion.

Generate memos, emails and reports when appropriate.

Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines.

Maintain office supplies by checking inventory and order items.

Respond to questions and requests for information.

Answer incoming calls and assume other receptionist duties when needed.

Qualifications

You must be able to travel to business meetings, interviews, photo shoots, and other working events.

You must be able to work odd hours and weekends.

You must have adequate computer skills.

Employment Type

Part Time

Beginning of employment

ASAP

Duration of employment

N/A

Industry

Modeling/Entertainment

Job Location

Baton Rouge

Working Hours

Flexible. You are able to work from home.