

IMPRINT PROJECTS

Is looking for an Administrative Assistant

Part-time, Los Angeles

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a part-time Administrative Assistant to support our Los Angeles office. This position requires hands-on operations experience for a fast-growing LA-based creative marketing agency. The ideal candidate is resourceful, detail-oriented, able to work independently and can handle a multitude of tasks both large and small.

We want you to love what you're doing, so a passion for art, fashion, design, film, music or social activism is a must.

RESPONSIBILITIES

- ▶ General office administration including, but not limited to: answering phones, responding to general company emails, maintaining a clean and functional office, managing inventories of office, kitchen and cleaning supplies, snacks, etc.
- ▶ Oversee reconciliation for company credit cards and petty cash on a monthly basis
- ▶ Support General Manager and Studio Manager by scheduling meetings, booking travel times, completing time tracking and expense reporting as-needed
- ▶ Manage and support installation and up-keep of office equipment, technology and furniture
- ▶ Obtain vendor quotes and manage deliveries for office and event production
- ▶ Such additional tasks and assignments as may be directed from time to time by your manager

SKILLS & EXPERIENCE

- ▶ Strong interpersonal, planning and analytical skills
- ▶ Excellent writing, oral, and time management skills
- ▶ Budget tracking and management
- ▶ Calendar management and logistics
- ▶ Must be adept with new technologies, A/V, computers, etc
- ▶ Proficient in Microsoft Word, Excel, Google Suite a must, Adobe Creative Suite a plus

HOW TO APPLY

- ▶ CV and cover letter including salary requirements should be submitted to work@imprintprojects.com
- ▶ Subject Line: Administrative Assistant - LA