



Job Title: Administrative Assistant

I Job Summary:

The Administrative Assistant is responsible for helping the Account Executives create advertising sales proposals, sign and or business location maps, work orders, in addition to entering jobs into Clickup, and answering incoming calls. One to two years prior experience in an office/clerical position is preferred.

II Duties and Responsibilities:

- Create outgoing proposals and sales presentations for clients.
- Compile information about available sign locations for Account Executives.
- Compile work orders and folders when needed.
- Receive, complete, and return RFP's (Request for Proposal) to advertising agencies.
- Answer incoming calls
- Make advertising/media kits and update prospect kits.
- Conduct research on current and potential clients as well as market trends.
- Acts as a liaison between clients, Account Executives, and various departments.
- Develop inventory maps to aid in the selling process.
- If tasked distribute and update internal and external marketing materials.
- If needed, attend weekly sales meetings.
- Assist General Manager on accounts receivables as needed.
- Perform other functions that may be assigned by the supervisor.

III Required Skills / Experience

- Must have a minimum of one to two years prior experience in an office/clerical setting.
- The ability to prioritize work based on short and long-term needs.
- A self-starter, enjoys challenges, and is willing to work diligently.
- Must maintain a professional appearance.
- Must be able to display personal and professional integrity.
- Strong verbal and written communication skills.
- Ability to perform effectively under fluctuating workloads.
- Fluent with Word, Excel, Adobe, Mapping, and database concepts software.

IV Reports to:

- **Direct Supervisor:** Chris Shrum – General Manager