



JOB TITLE: Administrative Assistant (part-time – 28 hrs per week)

SUMMARY: Provides administrative assistance to all departments

ESSENTIAL DUTIES / RESPONSIBILITIES:

- Supports the entire Bruen Media Group team including production, operations and sales.
- Receives calls for Bruen Media Group and handles or routes as appropriate.
- Handles purchasing requirements related to office supplies, production materials, kitchen supplies, & general housekeeping supplies.
- Responsible for updating and maintaining equipment, supply and fixed assets inventory.
- Works with vendors to evaluate services, negotiate prices, and follow through on projects.
- Creates production folders and checklists after gathering all pertinent info re: the project including deadlines, billing and shipping requirements, and scope of project.
- Works with production staff to update and maintain production folders and schedule and assure all items are completed throughout each stage of production as well as accounting for all ancillary billing charges.
- Composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties.
- Responsible for overall housekeeping and maintenance of offices and common areas including plant care, kitchen clean-up, and daily tidiness of common areas.
- Responsible for coordinating travel, car rental and hotel accommodations of the President, and all other Bruen personnel, as needed.
- Processes expense reimbursement claims of the President and other Bruen personnel, as needed.
- Assists in scheduling / updating / maintaining the calendar of the President.
- Assists in scheduling client exploratory & concept meetings & gathering background summary information for production staff.
- Prepares and ships production materials as needed.
- Assists in maintenance / design of company website.
- Maintains / updates client (ACT!) database.
- Provides assistance and support with regards to client proposals, sales promotions, demo material & marketing programs.
- Responsible for special assignments as requested by the President and Director of Operations.
- Assists and supports the Director of Operations on matters related to personnel record updating, misc reconciliations, mailings, and other duties that may be assigned / required.

SKILLS / QUALIFICATIONS:

Ability to effectively multi-task, prioritize, manage time, and complete a wide variety of tasks on a daily basis. Must be HIGHLY proficient in MS Windows and MS Office suite. Communicate & work effectively with others (correct English usage, grammar, spelling, and punctuation). Meet the public tactfully / courteously and answer questions in person and over the telephone. Precisely follow oral and written directions, and able to learn rapidly. Must be: intuitive, articulate, discrete, precise, detail-oriented, punctual, dependable and flexible. Ability to work independently, exercise good judgment, take initiative, and display leadership responsibilities. Additional skills within graphic design and website design / management are desirable.

EDUCATION / EXPERIENCE:

High school diploma supplemented by specialized administration courses or graduation from an accredited college/university, and 1+ year administrative experience.

CONTACT:

Send cover letter and resume via EMAIL ONLY to jobs@bruen.com.

ABOUT BRUEN:

Bruen Media Group, LLC, established in 1983 as Bruen Productions, is a full-service audio and video production and consulting company, serving clients in all 50 states and Canada. For more info, visit: www.bruen.com.