



Title: Digital Department Assistant

Department: Digital

Reports to: Digital Manager

**Job Summary:**

The Digital Department Assistant will help the department Manager and Directors with the organization of everyday tasks.

**Overview:**

- Work closely with managers, senior coordinators and coordinators of the digital department - attend meetings, take notes, follow up on due dates, type and printing documents, problem solve, research information as needed
- Oversee digital jobs and requests that are delivered via internal software
- Track budget updates for the department and check the changes for accuracy
- Facilitate meeting notes for the department; gathering responses, meeting deadline, and ensuring that the requests are being completed
- Entering and processing department purchase orders for Digital expenses and credit cards
- Assist in pulling and proofing monthly digital reports
- Assist in monthly quality checks for paid search budgets & monthly reporting
- Maintain department calendar and deadlines
- Track vacation and PTO requests
- Additional administrative tasks as needed

**Qualifications:**

- Comprehensive working knowledge of Microsoft Office (Word, Excel, Outlook, Powerpoint)
- Excellent communication and follow-up
- Detail and deadline oriented
- College degree in Marketing or related field