

Administrative Assistant Job description

No Jive Productions Inc, **Administrative Assistant** responsibilities for its upcoming 2006-2007 tour of "His Double Life". This individual must have great communication skills. Must be familiar with the operations of a theatrical play. This individual will assist in all day to day operations and handle all memos, written correspondence, proof read, screen emails and telephone calls to all areas of operations. This person must be able to multitask as well as be familiar with Microsoft Words, DOS, and Windows XP.

Skills Requirements

- Excellent communication skills
- Professional Typing/Writing skills
- Must be familiar with Microsoft Word, Microsoft Publisher, Excel, Windows XP and Power-point
- Able to coordinate and organize various events.
- Being able to constructively carry out various duties.
- Being able to effectively supervise others
- Maintain Professional attitude and appearance
- Must be a BIG TEAM PLAYER
- Must be able to write and speak English fluently.
- Must be able to keep the team spirit alive.
- Be a leader and the final arbitrator.

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the executive producer or producer.

Position Type: Part-time

Estimated Salary: Open

Travel: No

Under Contract: Yes

Mail Resume to: No Jive Productions Inc
Attn: Human Resources
Job Code: HDL-AA
PO Box 170767
Miami, FL 33017

Or email: jobs@nojiveproductions.com

Immediate Supervisor: Executive Producer, Producer & Director

Note: The job description above may be changed at anytime with or without notice