

Media & Communication Administration Assistant

Full-time, 12 months - Greenwich, CT



Description of the company

An investor and advisor company specialized in start-ups and emerging companies is looking for a Media & Communication & Administration Assistant to work in their Media Pole.

Missions

- Daily Accounting and Finance tasks
- Photo catalog modification
- Website management
- Pictures, books and videos editing
- Media intermediary (Festivals, Press, TV, Web)
- Social Media management
- Information investigation
- Budget management
- Results reporting
- Start-ups audits and analysis

Skills

- Great polyvalence
- Bilingual French and English
- Complete mastery of Mac OS + Suite Office (Word, Excel, PowerPoint)
- Knowledge of Adobe (Lightroom, Photoshop...)
- Knowledge of Web Development tools (Squarespace)
- Social Media skills (Facebook, Twitter, LinkedIn, Flickr, Instagram, etc.)
- Good writing skills and knowledge of writing techniques.