

Talent Assistant, Beverly Hills

ROLES & RESPONSIBILITIES

- Administrative duties including managing a high volume of calls, emails, scheduling, expenses, travel etc.
- Coordinate details for client photo shoots, press junkets, premieres including travel & glam
- Maintain digital press kits
- Service clients with digital breaks
- Write and update client biographies
- Process client requests in a timely manner
- Provide coverage for clients when needed

REQUIREMENTS

- Bachelor's Degree, preferably in PR or Communications
- Strong proficiency in Microsoft Office, including Outlook, Excel and Word
- Exceptional interpersonal, networking, organizational, verbal, and written communications skills
- Proactive and able to handle multiple projects simultaneously in a high-pressure, fast-paced environment
- Able to take direction well
- Strong attention to detail
- Strong interest of the entertainment industry

LEDE

THE LEDE COMPANY