

Talent & SCD Assistant, Los Angeles

POSITION: Talent & Strategic Communications Assistant

LOCATION: Los Angeles, CA

JOB TYPE: Full Time / Perm

The Lede Company is a dynamic, fast-growing, New York & Los Angeles based Talent, Communications/PR, and Corporate Consulting firm. The firm specializes in communications strategies across a broad spectrum of industries.

We are looking for a Talent & Strategic Communications Assistant to join our team in Los Angeles. We are seeking enthusiastic candidates who can work in a fast-paced environment, are driven, and have strong communication and writing skills

ROLES & RESPONSIBILITIES

- Administrative duties including managing a high volume of calls/emails, coordinating meetings and schedules, expense reports, travel etc.
- Field informational calls
- Track media coverage for several clients and service digital breaks daily
- Assist with writing and editing internal and external materials including pitches, press releases and proposals
- Conduct research to support client planning and strategy
- Process client requests in a timely manner
- Coordinate details for client photo shoots, press junkets and premieres, including travel and glam
- Update and maintain department media lists on ongoing basis

REQUIREMENTS

- Bachelor's Degree
- Strong proficiency in Microsoft Office, including Outlook, Excel, Word, and PowerPoint
- Highly organized
- Exceptional interpersonal, networking, organizational, verbal, and written communications skills

- Proactive and able to handle multiple projects simultaneously in a high-pressure, fast-paced environment
- Meticulous attention to detail
- Self-starter with the ability to multi-task
- Reliable: meets deadlines, prioritizes well, and has a high sense of urgency
- Strong writing and proofreading skills
- Professional, confident and mature demeanor
- Able to anticipate needs
- Strong interest of the entertainment industry preferred

ABOUT THE LEDE COMPANY

The Lede Company is a full-service public relations firm, specializing in entertainment. With dedicated Talent, Strategic Communications, Brand and Content divisions, we work to deliver brand strategy and measurable media results for a wide variety of clients. Our business centers on our expertise, relationships, and resources, all of which enable us to not just meet client expectations but exceed them. With a broad understanding of the new public relations landscape, The Lede Company utilizes its deep media and talent relationships in order to fully grasp TODAY'S CULTURE, and ultimately generate results.

