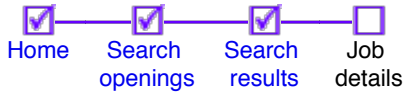


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## Job details

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<b>Job Number</b>	18329BR
<b>Job Title</b>	Administrative Assistant - Golf Channel
<b>Business Segment</b>	NBC Sports Group
<b>Sub-Business</b>	Golf Channel
<b>Posting Category</b>	Administrative Support

**About Us**  
NBCUniversal is one of the world's leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks.

<b>Career Level</b>	Experienced
<b>Country</b>	United States
<b>State/Province</b>	Florida
<b>City</b>	Orlando

**Responsibilities**  
Job Scope:  
This self-motivated, flexible individual must be able to work effectively in a fast-paced environment. Ideal candidate must be well organized and able to execute the administrative, day-to-day tasks that keep the department running effectively, while assisting the Senior Vice President with various administrative tasks.

Responsibilities:

- Answer phone for SVP, make travel arrangements, and manage calendar.
- Assist with all general departmental communications including phones, emails, shipping, meeting requests and travel schedules with key internal & external executives and staff
- Develop & maintain office organizational systems including but not limited to:
  - Filing and archiving of relevant marketing documents & materials
  - Department budget & processing of purchase order requests & payment of invoices in a timely manner
  - Inventory & ordering of office supplies & premiums
  - Manage budget tracking, payment of invoices, and accrual processes for marketing department
  - Distribute monthly budget status communication to department stakeholders
  - Ensure budgets and forecasts are accurate and up to date
  - Establish monthly budget meetings with Accounting to review budget status

- Ability to create professional Power Point presentations including editing/writing, graphics, charts/graphs and videos
- Manage Premium ordering

**Qualifications/Requirements** Basic Qualifications:

- Related work experience
- College degree
- Highly experienced in building and creating quality Microsoft PowerPoint presentations using graphics and video applications

Additional Qualifications:

- Ability to efficiently handle multiple projects and adhere to deadlines
- Excellent organizational, writing & math skills with attention to detail
- Skilled in Microsoft Excel using simple calculations to track and maintain multiple budgets with speed and accuracy

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