



### **Administrative Assistant to the Editor in Chief**

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit [www.vice.com](http://www.vice.com).

### **OVERVIEW**

VICE Media is seeking an Administrative Assistant to support our Editor in Chief. The Administrative Assistant provides day-to-day support for the Editor in Chief, including calendar management, reading of emails, and coordinating travel.

### **ROLES AND RESPONSIBILITIES**

- Coordinate a dynamic schedule and travel across national and international offices. Manage calendar.
- Review all emails and flagged those that need attention from the EIC.
- Manage EIC's expense reports.
- Coordinate all department meetings.

### **QUALIFICATIONS**

- 1+ years prior administrative experience, preferably in media.
- Proficient and comfortable with social media (Facebook, Twitter, Foursquare, Linked In) and mobile applications
- Efficient time management for self and others and being able to think outside the box to meet expectations.
- Detail oriented; focused
- Must be proactive and able to multi-task various needs and deadlines
- Strong written and oral communication skills
- Excellent computer skills with Apple MAC applications

### **COMPENSATION**

VICE offers a comprehensive benefits and compensation package that is commensurate with experience and abilities.

### **HOW TO APPLY**

Please send a detailed cover letter, resume and salary requirements via email to [vicecareers@vice.com](mailto:vicecareers@vice.com), and reference "Administrative Assistant, EIC" in the Subject line.

EOE