



## **OFFICE ASSISTANT**

VICE is a global youth media company and the industry leader in producing and distributing the best online video content in the world. Launched in 1994 as a punk magazine, VICE has expanded into a multimedia network, including the world's premier source for original online video, [VICE.COM](http://VICE.COM); an international network of digital channels; a television & feature film production studio; a magazine; a record label; and a book-publishing division.

VICE's digital channels include Noisey, a music discovery channel; The Creators Project, dedicated to the arts and creativity; Motherboard, covering cultural happenings in technology; THUMP, focusing on global dance and electronic music; and Fightland, a channel dedicated to the culture of MMA. VICE acquired British fashion publication i-D in 2012 and re-launched i-D's digital presence at [i-D.co](http://i-D.co), a video-driven fashion site. In 2013, VICE launched a news-magazine series on HBO titled 'VICE.' The Emmy nominated series is commissioned for a second season, scheduled for 2014. For further information and additional background, please visit [www.vice.com](http://www.vice.com).

## **OVERVIEW**

VICE Media is seeking an Office Assistant to assist with the day-to-day operations including mail, supplies and package distribution. Serve as a back up to reception and the Office Manager. This person will also pitch in with special projects including storage room organization, mass mailings, client set up and supplies procurement.

## **ROLES AND RESPONSIBILITIES**

- Administrative support: scans, files, copies, faxes, makes files/labels, and prepares FedEx overnights labels and messenger packages.
- Proactively identify and distribute mail, packages and supplies.
- Provides full backup coverage for the Receptionist during breaks, lunch, training sessions and days out of the office.
- Keep inventory of supplies, ensuring necessary supplies are available and advise on need to reorder.
- Escorts any guests who arrive at back reception to the front.
- Assist with offsite storage facility management.
- Aid Office Manager with shipping and receivables for special projects.
- Accept and sign for incoming packages and coordinate outgoing packages.
- Aid in maintaining the overall appearance of the office.
- Monitors office and kitchen supply quantities (including beverage supplies) and reports reorder items to the Office Manager.

## **QUALIFICATIONS**

- H.S. Diploma or GED required, College degree preferred.
- 2-3 years prior administrative experience.
- Professional, positive attitude and appearance.
- Excellent verbal and listening communication skills.



- Strong organization, prioritization, proof reading and follow-up skills.
- Ability to interact diplomatically and professionally.
- Experience with FedEx shipping
- Must be able to lift 25 LBS
- Must possess a valid driver's license
- Proficient in Microsoft Outlook, Word, Excel and Apple products.

### **COMPENSATION**

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

### **HOW TO APPLY**

Send a detailed PDF version of your cover letter and resume with salary requirements by email to [vicecareers@vice.com](mailto:vicecareers@vice.com). Reference "**Office Assistant**" in the subject line. Only resume in PDF format will be considered.

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