

ADMINISTRATIVE COORDINATOR

Screenlife, LLC is the creator and world's leading manufacturer of DVD games, including Scene It?®, the number one selling DVD game worldwide. We are a premier licensed entertainment games company connecting people through fun! A leader in entertainment licensing, Screenlife has established thousands of partnerships with major Hollywood studios, sports leagues, and recording labels, as well as actors, athletes, and musicians. Screenlife is a part of Paramount Digital Entertainment, a division of Paramount Pictures Corporation - a unit of Viacom. For more information about Scene It?® and other Screenlife games, visit www.screenlifegames.com

SUMMARY

Screenlife, LLC is seeking a high energy, professional Administrative Coordinator to perform a variety of administrative duties in a fast paced environment. This role will primarily support the SVP of Development in a fast paced, creative production environment while supporting other leaders within the Development team.

RESPONSIBILITIES

- Screen executive phones
- Schedule appointments and confirm meetings
- Manage executive schedule
- Assist with coordination and setup of company meetings
- Preparation and setup for new departmental employees
- Generate timetracker reports
- Run reports for managers and PM's daily, weekly, monthly
- Distribute incoming and outgoing mail, fax, voice and email
- Process all departmental expense reports
- Reconcile departmental credit card
- Track contractor and project specific invoices
- Assist with shepherding of budgetary process
- Manage ordering and receipt of departmental supplies (CD, DVD, DLT)
- Coordinate travel arrangements
- Compose and generate internal and external communications
- Liaise with internal departments and external entities as needed
- Follow up on requests and questions
- Assist with projects on an as needed basis

REQUIREMENTS

- Minimum 2+ years administrative experience
- Proficiency in MS Office (specifically Power Point)

DESIRED SKILLS

- Ability to work independently
- Ability to manage multiple, simultaneous tasks
- Effective time management skills
- Strong customer service skills
- Excellent verbal and written communication skills
- Exceptional attention to detail
- A/V and troubleshooting skills a plus
- A desire to constantly improve and seek out efficiencies
- Passion for entertainment, games, and movies
- Team player

To apply for this position, please send your resume to recruiting@screenlifegames.com. Candidates must be willing to submit to a background investigation. Must have unrestricted work authorization to work in the United States. No agencies please. Screenlife LLC is EEO/AA Employer.