



**Administrative Assistant  
Full Time  
Los Angeles, CA**

**REQ # AA0917**

**Mills Entertainment is the industry leader in branded live entertainment.** We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

**The work we do is exciting, challenging, and enjoyable.** We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

**Job Purpose**

We are seeking an Administrative Assistant to provide general office and ticket count reporting support at our LA location. We are looking for an individual who is efficient and comfortable being a member of a team with the ability to multi-task, maintain complex schedules, and provide administrative support. Assuring a steady completion of workload in a timely manner is key to success in this position. The ideal candidate is resourceful, a good problem solver and organized.

**Responsibilities include, but are not limited to:**

- Provide exceptional front desk support, including phone reception, office supply management, and mail distribution, greeting visitors, managing expense reports and assisting team with general office support.
- Schedule meetings and prepares correspondence as requested
- Gathering and reporting sales data, communicating with various external and internal partners
- Ensure accuracy for ticket count distribution
- Tracking, reporting and distributing recurring Ticket Counts details
- Collect and compile data/statistics to prepare assigned standard reports.
- Performs filing, photocopying, scanning, and fax and mail distribution as required.
- Assist HR as needed, such as onboarding of new employees, helping prepare office environment set up.
- Support and demonstrate strong commitment to organization policies and procedures
- Additional responsibilities and tasks may be assigned as required by management
- Able to travel domestically, when required

**Required Qualifications:**

- Associates degree in related field required, Bachelor's degree in related field preferred
- Previous Box Office, Ticketing, or Theatre Administration experience preferred.
- Proficient with MS Office applications (MSWord, Excel, PowerPoint and Outlook)
- Thrive in an entrepreneurial, high-growth environment.
- Highly organized and attentive to detail
- Demonstrated ability to work collaboratively in team environment
- Excellent verbal, written communication skills, and interpersonal skills
- Ability to work independently and effectively, managing conflicting priorities and interruptions

*Mills Entertainment offers a comprehensive benefits package.*

**Interested applicants should send a cover letter, resume and salary requirements to [jobs@millsentertainment.com](mailto:jobs@millsentertainment.com) – Referencing Req. # AA0917 in subject line.**

Please no phone calls or office visits; we expect our applicants to apply electronically.