



**Administrative Assistant
Full-time Position
Saratoga Springs, NY**

Req. # AA022017

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

Mills Entertainment is looking for a **service-orientated professional who is** highly personable and can operate in a high-performance environment while maintaining **confidence, organization, and assertiveness.**

Responsibilities include, but are not limited to:

- Executive administrative support, including rolling calls, managing calendar(s), and planning travel
- Scheduling and leading web-ex meetings
- General administrative duties including reception, filing, and office maintenance
- Ordering and managing office supplies & equipment
- Gathering and reporting sales data for upcoming shows
- Distributing Ticket Count Reports via e-mail
- Acting as a central point of contact for employees, clients and vendors
- Overseeing special projects

Required Qualifications:

- Excellent administrative and organizational skills
- Professional phone and office manner
- Outstanding communication and interpersonal skills
- Proficient using MS Office, particularly Word, Excel and Outlook
- Positive attitude and the ability to remain positive under pressure
- Demonstrated ability to be flexible, working dynamically with often changing and demanding workload
- Bachelor's degree and experience in entertainment industry preferred
- At least 3 years administrative experience

Preferred Skills

- Scheduling meetings and maintaining meeting notes
- Event planning

Mills Entertainment offers a competitive benefits package.

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com – Referencing Req. # AA022017 in subject line.

**Due to the volume of applicants, we are unable to reply to all submissions.
No phone calls or office visits, please.**