



Remezcla is a rapidly-growing digital media company covering lifestyle, culture and music for Latino millennials in the U.S. What began as a Latino lifestyle blog in 2006 is now a thriving entertainment brand and authority leading the voice and perspective of the undiscovered Latin culture scene. Remezcla is seeking an ambitious and dedicated administrative candidate with excellent multi-tasking skills and highly organized.

## **JOB DESCRIPTION**

As an **Administrative Intern**, you will provide office and departmental support in performing day-to-day operations and planning for upcoming meetings and events. A high level of professionalism is required, as you will be a point-of-contact on all levels. The position requires confidentiality to be upheld and appointments and correspondence must be handled with tact and appropriate discretion.

## **RESPONSIBILITIES**

- Provide phone coverage, take messages or route calls; greets visitors
- Type correspondence, memos and proposals, including mail merges
- Coordinate distribution of mail and deliveries within departments
- Work with the Microsoft Office Suite.
- Provide general administrative support using a high degree of professionalism, autonomy, and confidentiality.
- Order supplies and ensure adequate rotation of stock (in the pantry and office)
- Coordinate and book travel for various departments
- Assist in company events and productions
- Draft letters, reports, memos, and proofread for spelling, grammar and layout
- Organize conferences and meetings and aligning multiple calendars
- Ability to work efficiently and in a timely manner while under pressure
- Manage email, phone work flow and write correspondence emails with impeccable grammar and eloquence

## **REQUIREMENTS**

- Currently enrolled in college or recent graduate in business, accounting or a related field
- Must be customer service driven, have the ability to handle multiple tasks and possess excellent organization and communication skills.
- Must possess a high level of professionalism and the ability to maintain confidentiality.
- Proficiency and knowledge of MS Office applications is required, specifically MS Word and Excel.
- Comfortable working in start-up environment
- Bilingual - Fluent in English, Strong Knowledge of Spanish
- Must be able to work from offices in Williamsburg, Brooklyn

## **ABOUT REMEZCLA:**

Remezcla is the only Hispanic media company in the U.S. that has cultivated an organic, grassroots appeal with Hispanic millennials. Our unique publisher, entertainment, and agency platform provides digital and on-the-ground solutions for both audiences and advertisers. For more information visit [www.remezcla.com](http://www.remezcla.com)

## **CONTACT**

Please submit your resume and cover letter to [jobs@remezcla.com](mailto:jobs@remezcla.com) (write "**Administrative Intern**" in the subject line) and tell us briefly about yourself, availability, and why you're interested in the position. Feel free to include links to your blog/website/etc.

**\*Remezcla is an equal opportunity employer, offering a great work environment, challenging career opportunities, professional training and competitive compensation.**