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# Example of Administration Executive Job Description

Our company is searching for experienced candidates for the position of administration executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administration executive

* Create / maintain calendar and coordinate meetings avoiding scheduling conflicts
* Act as a good ambassador for the department
* Manage priorities, deliver results as planned and monitor progress towards goals
* Handle multiple assignments flawlessly and have the ability to consistently focus on the required details
* Proactively determine needs of both the leader and the department and take actions to provide effective and efficiency support
* Build good relationships with other administrators in order to be able to schedule meetings timely that meet the needs of folks in different time zones
* Interact with individuals at all levels of the organization, both onsite and offsite team members
* Communicate (speak, listen and write) clearly, effectively and timely using effective communication tools and techniques
* Evaluate incoming calls / requests in terms of importance and use independent judgment to make the right call
* Leverage the appropriate technology to book meetings (e.g., conference rooms, catering, WebEx, tele-presence)

## Qualifications for administration executive

* Decision regarding identifying and ensure cleaning of areas in Buildings
* Decision regarding timely closure of all Helpdesk calls in system
* Decision regarding resolution of escalations / exceptions
* Minimum 5 years of experience or 7 years preferred supervising administrative operations of multi-faceted Department
* 5 yrs of relevant experience in General Administration
* At least 5 years – preferably 7 years – of increasingly responsible office experience with Senior Level Executives, to include office administration and executive assistance