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# Example of Administrative Executive Job Description

Our growing company is hiring for an administrative executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative executive

* Maintain sport teams' tickets for division to provide to clients as needed
* Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CFO, including those of a sensitive or confidential nature
* Provides a bridge for smooth communication between the President's office and internal departments
* Works closely and effectively with the CFO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
* Provide project management
* Maintain schedules for meetings and conferences making adjustments based on dynamic priorities
* Screens incoming phone calls on behalf of the executives
* Reviews incoming mail and electronic communications
* Communication between 35 distribution centers and subsidiaries with distribution centers in the US and Canada
* Answers phone’s for all executives and fills in where needed, and arranges conference calls

## Qualifications for administrative executive

* Highly proficient in Microsoft Word, Power Point, Excel, Outlook the Intranet and Internet (Social Media & other relevant tools)
* Complete GM expense reports for monthly and one time purchases
* Assist GM and executive office with creation of contracts, agreements, reports, and presentations
* Assist GM with sensitive personnel assessments, documentation, incentive tracking and merit increases
* Complete check requests for donations, capital and special events
* Track capital project submissions