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# Example of Administrative Executive Job Description

Our company is growing rapidly and is looking to fill the role of administrative 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 administrative executive

* Create presentations via Power Point and other computer systems
* Creates and maintains confidential files and records, as requested
* Maintains and updates daily calendars for the Executive
* Coordination of US domestic and international travel
* Coordinates internal and external meetings and conferences for executives
* Maintains organizational charts for executives
* Coordinates logistics and materials for meetings and conferences, as required
* Prepare letters, spreadsheets and correspondences, and arrange meeting as directed
* Works closely with other administrative assistants throughout the organization in a collaborative and professional manner, / Board preparations, Leadership Meeting coordination
* Provide information and guest service to internal and external guests and callers

## Qualifications for administrative executive

* Advanced computer skills to include MS Office Suite with heavy emphasis on Excel and PowerPoint
* Avanced analytical skills with the ability to make suggestions and recommendations generate reports based on analysis
* A Bachelor's degree or years of equivalent experience, in Marketing area preferred
* 5+ years administrative experience supporting senior level executives within a comparable corporate environment
* Demonstrated experience problem-solving and dealing with complex, ambiguous situations with diplomacy and tact
* Ability to effectively interact with senior level management and vendors and maintain a high level of confidentiality