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# Example of Assistant, Executive Job Description

Our company is searching for experienced candidates for the position of assistant, executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant, executive

* Manage ticket requests from board members, employees, and VIP’s
* Prepare, edit, and maintain contracts for each event held at the venue
* Coordinate all activity related to the communication with the Arena Board of Directors, including preparing and compiling information for presentations, meetings, memos
* Prepare travel arrangements and expense reports for the executive
* Assist executive with internal and external communication
* Manage parking arrangements for staff and visitors through a relationship with PARC (Parking Authority River City)
* Serve as a backup for the front desk employee
* Schedule executive meetings
* Gathers data and prepares reports and/or presentations
* Provide a full range of administrative support

## Qualifications for assistant, executive

* 10 plus years of experience as an Administrative Professional to senior management (C-suite, ExCo)
* Bachelor's degree in related field of study or equivalent years of experience
* Minimum of three years prior administrative experience
* Must be articulate, personable, detail-oriented, and have strong organizational, communication, and administrative skills
* Must demonstrate initiative, resourcefulness, and an ability to manage multiple projects under tight deadlines
* Must have the ability to assess priorities, be extremely pro-active, and able to bring issues to closure independently