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# Example of CIB-Executive Administrative Assistant Job Description

Our innovative and growing company is hiring for a cib-executive administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cib-executive administrative assistant

* Handle travel arrangements, domestic and international (air, ground, hotel, visa), while adhering to company’s policies
* Process expenses and invoices in a timely manner
* Department event planning – Client events and dinners, holiday parties, senior dinners
* Expense Management – Concur
* Maintain relationships with internal resources and external vendors
* Provide shared phone coverage for a busy group, professionally fielding phone calls and redirecting as appropriate
* Manage group calendar and maintain global team calendar, tracking meetings, events, vacations and general absences
* Assist team with entries and maintenance of Dynamo (client database)
* Manage and maintain distribution lists, collation and filling of approx
* Support the San Francisco Prime Brokerage Client Service and Sales teams

## Qualifications for cib-executive administrative assistant

* Minimum 3 years’ experience as an executive administrative assistant (supporting high level MD /SVP)
* Initiative and confidence to complete projects with limited supervision
* Expense Management – Processing invoices and T&E expense claims for team members
* Occassionally organize all aspects for offsite conferences and external events
* Initiative, energy and confidence to complete projects with limited supervision
* Coordinate meetings, conference calls, telepresence set up - internally and externally