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# Example of CIB-Executive Administrative Assistant Job Description

Our company is growing rapidly and is looking for a cib-executive administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cib-executive administrative assistant

* Manage expense processing through Concur, reimbursement, personal amounts owing and account reconciliations
* Partner with administrative assistants in managing overflow, and provide back-up coverage where necessary
* Coordinate Semi-annual ABS Conferences
* Back up admins when they are out of office
* Invoices / Blanket PO’s
* Client Conference Planning
* Distribution lists
* Client Conference Event Planning Skills – Organize, gather and enter details for upcoming client events / meetings / Town Halls / Group Management Meetings
* Distribute incoming mail and faxes, prepare and send packages via mail, messenger and federal express, and note taking as needed
* Strong ability to manage a calendar, often organizing meetings across product groups, regions and with internal and external clients

## Qualifications for cib-executive administrative assistant

* Compliance / Surveillance groups and licensing and Special reports , 23A
* Exhibit a high degree of motivation, sense of urgency and professional demeanour
* Responsible for the coordination and logistics of internal meetings
* Maintain current organizational charts
* Organize all aspects for offsite conferences and external events
* Ability to work in an ever changing environment and to effectively handle multiple priorities with a calm, professional and willing attitude