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# Example of Coordinator Executive Job Description

Our company is hiring for a coordinator executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator executive

* Meeting planning for team larger meetings throughout the year
* Manage the coordination and organization of all meetings, conference calls, travel arrangements/trip itineraries, vacation time for CEO, SVP of Business Development and Finance, and Vice President of Human Resources
* Manage and update calendar on a daily, weekly and monthly basis
* Manage phones/messages, responding to basic requests for information
* Manage all vacation, personal and sick time for the CEO’s direct reports
* Perform various administrative tasks, such as memo writing, filing, copying, email, phone correspondence
* Processing vendor invoices and expense reports for CEO and other senior team members
* Organize monthly store visits and travel for executive population
* Assist the senior team with various projects and assignments as needed
* Coordinate all corporate office functions including

## Qualifications for coordinator executive

* Business School and/or Hotel School Diploma preferred
* Opera Sales & Catering and Opera Property Manager - experience re
* Experienced administrative professional, or demonstrated experience in a similar role
* Able to work independently and be proactive – thinking several steps ahead to understand and address needs
* Works collaboratively with others including other admin assistants throughout the organization
* Able to use diplomacy, tact, and discretion in dealing with sensitive matters