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# Example of Corporate Executive Job Description

Our company is growing rapidly and is hiring for a corporate executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate executive

* Manage emails and telephone queries
* Process and manage Expense Reports on behalf of SVP and VP
* Organise travel arrangements, itineraries, travel documentation and receipts
* Manage diaries, scheduling and co-ordinating internal and external meetings, conference calls and prepare all relevant meeting materials in advance
* Efficiently support the Corporate Communications budget by raising PO’s, process invoices, monitor and track all expenditure in a timely manner and input to the quarterly Comms Budget review
* Support and assist as required on key Comms events such as Town Hall, Leadership Offsite, Best Advice
* Assist Corp Comms team as required on various projects including communication campaigns, key events, team meetings and reports
* Triaging email and tasks
* Offering support for ad hoc projects such as proofreading and editing
* Leadership Team meetings and Team meetings - set agendas, attend, take minutes, handle follow-up

## Qualifications for corporate executive

* Responsible for the correspondence you produce and its filing
* Responsible for drafting reports for submission to clients, ensuring there are no errors
* Assist in preparing technical seminars and to promote wider technical knowledge of your department
* Ability to work accurately under pressure of deadlines - must be able to work overtime, sometimes on short notice
* Bachelor’s degree with a major in communications, economics, commerce or marketing
* Excellent written and verbal communication skills in both English and Mandarin in order to create effective commentaries