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# Example of Executive Admin Job Description

Our growing company is looking for an executive admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive admin

* Effectively prepare, create, distribute and maintain reports, presentations and communications both internal and external
* Screen a wide range of internal and external communications and outreach (emails, phone calls, visitors), gather information and decide on appropriate course of action, resolve routine and complex inquiries with internal and external contacts in a timely, efficient manner
* Schedule and maintain complex calendar of appointments, conference calls, meetings and travel itineraries
* Perform research for a wide range of issues and subjects as requested
* Coordinate departmental/functional activities such as interviews, meetings and other events to include coordinating schedules, organizing activities with other departments, research and finding appropriate locations (on or offsite), reserving meal arrangements, gathering materials, recommending and tracking budgets and expenditures, communicating information/ schedules to attendees
* Proactively perform office management responsibilities such as inventory and order of supplies, coordinating candidate/new hire processes
* Works with minimal or no direction or guidance, performs complex administrative support for the top executives (reports and provides support to VPs or equivalent with responsibility for a major organization function)
* Schedules appointments, meetings, and travel itineraries on a non-conflict basis
* Within guidelines, makes independent decisions regarding planning, organizing and scheduling work
* File expenses, and manage T&E budgets

## Qualifications for executive admin

* Conforms to ethical standards
* Minimum of five years related experience, with a minimum of three years in an Administrative Assistant capacity (reporting to director level or above) required (May consider combined education and work experience)
* Work effectively as a team, maintain composure in stressful situations, and work under deadline pressure
* Proven ability to manage and coordinate complex (and ever-changing) travel schedules for multiple travelers
* Ability to anticipate the needs of the senior management and to run their day-to-day agendas and manage priorities
* Must be proficient (intermediate level or above) in the use of all Microsoft Office programs