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# Example of Executive Admin Job Description

Our company is growing rapidly and is looking to fill the role of 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

* May be designated as “lead worker”, providing work assignments and direction to lower-level clerical staff
* Screens telephone calls and visitors as appropriate and resolves routine and some complex inquiries
* Compiles information and data for audits, budgets and plans
* Serves as a resource to others in the resolution of complex administrative problems
* Compiles and ensures timely sending of Monthly performance report and quarterly management and audit performance to corporate
* Assists with customer contracts administration by filing, copying and obtaining proper signatures
* Trains other administrators as needed
* Appropriately screen visitors, phone calls, meeting invitations, emails or physical mail, and direct accordingly
* Proactively support VP in coordinating special projects, high-level meetings (both internal/external)
* Assist with preparing presentation materials for meetings coordination and communication with members of the team

## Qualifications for executive admin

* Good command of both spoken and written English and Bahasa
* High school diploma with five to ten years of advanced administrative experience in a Corporate office environment
* Highly accurate with strong attention to detail
* Provide administrative support in business operations, communications, and writing
* Manage OM’s calendar/schedule and email account
* Minimum Diploma in business / business admin or finance related discipline