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# Example of Executive Administrative Assistant Job Description

Our growing company is looking to fill the role of executive administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for executive administrative assistant

* Responsible for the day-to-day general office management, maintain confidentiality of files, order office supplies, computer equipment, update files
* Review and approve Direct History Report (DHR) with due diligence
* Maintain regular, on-going communication with principals regarding administrative issues
* Coordinate meetings (including rescheduling, cancellations, WebEx, conference room reservations, video conferences), arrange A/V and catering as needed
* Serve as a go-to resource for EVP and other staff members
* Create solid working relationships and partner with other administrative staff
* Establishing effective working relationships with colleagues and external contacts
* Effective diary management
* Book meeting rooms & schedule meetings – eg
* Make travel arrangements for Executive and direct reports, including international travel and ensure he/she has proper documentation (ie

## Qualifications for executive administrative assistant

* Comfortable working with very little direction while still being able to execute tasks in the most efficient and effective way
* Positive and helpful attitude in all matters and interactions
* Demonstrate initiative and be proactive in learning new processes and seeking out information
* Personality attributes of confidentially, trustworthy, attention to detail and privacy are critical
* Highly proficient in technology tools to assist executive in day to day functions
* Ability to minute meetings, create agenda’s and follow up on activities task list