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# Example of Executive Administrative Assistant Job Description

Our company is growing rapidly and is looking for an executive administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive administrative assistant

* Oversees the ordering and maintaining of supplies, and arranges for equipment maintenance
* Researches, prioritizes, and follows up on incoming issues and concerns- including those of a sensitive or confidential nature
* Assists in coordinating management team meetings, off-sites, and all hands meetings
* Laser focus at providing executive administrative and operational support for two IT Vice Presidents, and light support for two Directors
* Research, collect, and summarize information needed by executives
* Prepare letters, correspondences, spreadsheets, and other documents as directed
* Arrange and facilitate meetings as directed, including management of meeting records, minutes, and official documentation
* Research and coordinate travel and lodging arrangements for executives, including complex, detailed international travel
* Serve as a liaison to the Board of Directors and manage the coordination and support of Board meetings
* Work closely with President and other senior team members to provide information, updates, and support

## Qualifications for executive administrative assistant

* Manage executive committee attendance calendars
* Requires a thorough knowledge of modern office equipment, practices and procedures
* 8+ years of administrative experience supporting individuals
* Periodic local and/or overnight travel required
* 5+ years Executive Administrative experience supporting the C-level & Board
* Must be proactive, resourceful and self motivated