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# Example of Executive Administrative Assistant Job Description

Our company is searching for experienced candidates for the position of executive administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive administrative assistant

* Prepare spreadsheets, statistical summaries and dashboards consistently or by request
* Coordinate travel and submit expense reports in a timely manner
* Coordinate orders for office supplies and other identified business needs
* Can assist and guide others in using Office Suite applications
* Assists Business Manager with account receivable, data entry, deposits
* Provide telephone coverage by prioritizing and handling urgent calls with professionalism and good judgment
* Arrange large group meetings including scheduling with all parties, booking appropriate rooms, arranging call-in numbers, organizing special meeting facilities, sending meeting confirmation emails and preparing and distributing meeting materials
* Provide administrative support for the team including coordinating employee onboarding, moves, and other office management responsibilities (e.g., floor access and entitlements)
* Serves as primary liaison between the CLO and a variety of others regarding a constantly changing array of legal and business issues
* Ensures that CLO’s priorities and obligations are met by ensuring maintenance of complex calendars and schedules which include meetings, legal consultation and briefings, policy development, and travel

## Qualifications for executive administrative assistant

* Working knowledge of all Microsoft Office programs (office, excel, power point)
* Always present with a sense of humor
* Previous experience supporting executive locally and remotely
* Must be comfortable supporting a C-level executive
* Proficient in Excel, Word, Office Outlook
* Must have a high school diploma, Bachelors degree highly preferred