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# Example of Executive Administrative Job Description

Our company is growing rapidly and is looking to fill the role of executive administrative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive administrative

* Regularly exercises independent judgment and decision-making skills to resolve problems
* Delegated authority in managing the CLO’s electronic mail
* Assists CLO by collecting and assembling materials necessary to effectively prepare and communicate at various internal and external meetings, including independently preparing or providing meeting agendas and their contents, and gathering, synthesizing and disseminating information
* Opens, sorts, and triages mail and faxes including mail that is highly sensitive and confidential
* Creates and maintains confidential paper and electronic filing system(s) for the CLO’s office, including filing and organization of critical documents for group companies and contracts for partnerships and collaborations
* Oversees the archiving and purging of records according to applicable retention schedules
* Makes all necessary travel arrangements, itineraries, travel vouchers and prepares draft expense reports for the CLO
* Assists with meeting arrangements and logistics for annual shareholders meetings
* Serves as liaison with Board members, assists with board meeting preparation and execution, including communication, agenda, setup and logistics
* Serves as liaison with senior leaders, external vendors, internal customers, and Legal Department staff

## Qualifications for executive administrative

* Must have demonstrated skills in Microsoft Office Suite (Word, Excel, PowerPoint)
* Minimum of 5+ years of executive administrative support experience required
* Ability to work with employees of all levels
* Familiarity using/updating SharePoint is a plus
* A minimum of 6 years of advanced administrative/executive experience required
* Customer and employee focused is required