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# Example of Executive Administrator Job Description

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

## Responsibilities for executive administrator

* Ability to prepare formally for and effectively manage interactions with Sr VP
* Plans and implements logistics for senior executive level internal and external events
* Schedule and maintain heavy calendaring of meetings in connection with regulatory examinations, various committees, and other events
* Preparing meeting materials including assisting with the drafting and updating of agendas, presentations, handouts and other related materials
* Extensive printing, binding and collating of materials for distribution on a regular basis
* Assist with research of industry best practices in risk governance and regulatory matters
* Act as a liaison, problem solver, and facilitator for the team
* Support projects as needed
* Actively managing NA Chief Financial Officer's calendar
* Proactively managing and coordinating recurring and ongoing activities that involve the NA Finance leaders, including monthly CFO reporting, department head meetings, organization chart, PTO calendar, and other activities that require participation across the department head leadership team

## Qualifications for executive administrator

* Knowledge of system capabilities is required to develop project activities
* Advanced knowledge of Outlook are essential, strong working knowledge of Microsoft Word, Excel, PowerPoint, and possess a general techie proficiency
* Should have familiarity with invoicing and approval systems, basic accounting, and project management and event planning.​
* Advanced level PowerPoint preferred with solid experience in developing presentations
* Must be a proactive, assertive, high energy individual and can work efficiently in an environment where priorities can change frequently
* High levels of discretion are required