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# Example of Executive Assistant, Senior Job Description

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

## Responsibilities for executive assistant, senior

* Present a professional and welcoming presence, representing the team and handling communications with internal and external customers and partners, senior executives, and corporate partners on domestic and international levels
* Exercise sound judgment and discretion, maintain strictest confidentiality, independently assess and resolve complex situations/problems, and have the flexibility to respond to shifting priorities with great frequency
* Possess strong knowledge of and demonstrated ability with computers and associated office software programs and serve as theSite GM – Neutrogena® proxy with respect to various financial and human resources systems
* Demonstrate leadership and strong collaboration with Administrative colleagues within the Corporation
* Be responsible for all duties pertaining to the Neutrogena Board of Directors and Senior Leadership Team
* Lead the local Charitable Contributions Program for Neutrogena
* Coordinate and execute all aspects of companywide meetings and events
* Adeptly compose written correspondence
* Administer financial matters including expenses, invoices and quotes/estimates
* Administrative and Secretarial support for the Surgical Business Franchise Head, to include diary and email management, travel booking, expense management

## Qualifications for executive assistant, senior

* Present in a professional manner at all times
* Highly organized and attentive to detail, with good follow-up skills
* Requires a high degree of professionalism to handle sensitive and confidential information internal and external telephone calls
* Must be able to prioritize and organize workflow to ensure effectiveness and efficiency
* Undertake general administrative responsibilities for the Surgical Franchise, including meeting booking/ management, catering requests, raising of Purchase Orders (POs), updating Supplier Information Management (SIM) information, stationary orders
* Educated to GSCE level - mandatory Higher qualification (A Level, HND ) and/ or university degree qualification