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# Example of Executive Assistant, Senior Job Description

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

## Responsibilities for executive assistant, senior

* Assisting in onboarding and offboarding process including desk coordination, floor access, ID creation
* Preparing materials for presentations/meetings, including typing, proofreading, photocopying and distribution
* Providing timely and accurate follow-up to projects assigned and you will be responsible for arranging coverage when away from desk or office
* Provides advanced administrative support to the SVP of Business Development and supports a team of 5-7 individuals
* Supports team when in the office and abroad
* Manage extensive calendar scheduling
* Attend calls and meetings
* Coordinate and host customer visits, support visiting executives
* Heavy coordination of travel, typically both domestic and international travel and corresponding itineraries
* Typing memos and reports

## Qualifications for executive assistant, senior

* Excellent knowledge of Windows, MS Office products
* Target start date of mid to late December
* Minimum 10+ years as an administrative professional, with at least 5+ years at the Executive level in a global environment
* Independent judgment and analytical ability required in the formatting, preparation, and interpretation of presentations and reports
* A general interest to be in control of the travel planning, calendar and correspondence, predominantly email
* Ability to meet deadlines, prioritize, organize, and multi-task, successfully