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# Example of Executive Assistant, Senior Job Description

Our innovative and growing company is looking for an executive assistant, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for executive assistant, senior

* Receiving and responding to letters, e-mails, and memos
* Typing all correspondence
* Analyzing highly confidential information, as needed
* Creating presentations, charts and spreadsheets for meetings
* Managing calendars and compiles all materials and agendas for meetings
* Coordinating with Personal Assistant on all obligations
* Maintaining office organization reflecting high standards of cleanliness
* Organizing files and maintaining an effective system of document management
* Managing travel arrangements and creating detailed travel itineraries for all travel
* Writing and coordinating timely business correspondences and RSVPs

## Qualifications for executive assistant, senior

* Mentor and train subordinates assigned to designated area
* Professional certification or equivalent years of experience is required
* Bachelor's degree in abusiness related field or equivalent combination of education and experienceis preferred
* Familiarity with MS Access and MS Project software
* 5+ years experience using MS Office Software
* Demonstrate ability to complete assignments under pressure and short timeline