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# Example of Executive Assistant Job Description

Our company is looking to fill the role of executive assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive assistant

* Enter pertinent information on Calendar (travel, personal notes)
* Act as a personal assistant to manager as required (inquire/trace orders, submit, insurance claims)
* Manage SVP email inbox in Lotus Notes (Read all incoming emails and messages sent to SVP
* Proactively share incoming requests for information, reporting, new projects/ownership, (from internal and external sources) with proper team leads in WFJ Merchandising, Retail, Wholesale, Marketing, VM, and Training teams and request their support to help move business forward
* Arrange reservations locally and during business travel (car service, restaurants)
* Create timelines and monitor team progress for significant business projects (budget and LE confirmations, business planning for the approaching year)
* Take charge of general office administration including ordering of stationery and groceries, restocking printers
* Retrieve bank property cellphone, 3G cards, laptops, access cards from the direct reports, of the manager, who leave the bank and return to the relevant parties
* Liaise with relevant parties to re-schedule any meetings, based on a request from either the manager or the original meeting organiser
* Review all write-offs and near misses each month and provide a report to the Managing Exec/BU Head on trends identified and recommended actions

## Qualifications for executive assistant

* 5 yrs experience in an administrative role supporting c-suite executives a MUST
* Bachelor’s Degree (finance related preferred)
* A minimum of one (1) year of progressively responsible and relevant administrative experience, preferably in a music publishing company
* A high school level education, or its equivalent, is required
* Must have a minimum of seven years of work experience providing senior level administrative support in progressively responsible positions
* Bachelor's degree in a related field of study or an equivalent combination of skills, training, and experience is preferred