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# Example of Executive Assistant Job Description

Our company is searching for experienced candidates for the position of executive assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for executive assistant

* Assist the Head of our Boston Office in their everyday needs to ensure their day runs smoothly
* Assist with phone calls from clients and respond to client inquires and requests
* Contribute to the preparation of meeting materials and presentations which will include maintaining client and subject matter filings
* File and submit expense reports through concur
* Establish strong working relationships with team members throughout the organization and in the Boston Office
* Contact management - manage relationships and contacts for the Head of the Boston Office
* Act as the main point of contact when the Head of the Boston office is traveling
* Serve as a backup for the Office Manager / Receptionist on greeting clients and assisting in events
* Maintain phone log
* Provide clerical support such as scheduling, coordinating and maintaining appointments and meetings, booking travel arrangements/reservations, answering and screening phone calls, organizing and maintaining filing system, faxing and copying , typing and composing general correspondence, opening and distributing mail, coordinating messengers/package delivery and executing expense reports, supply requisitions

## Qualifications for executive assistant

* Provides administrative assistance to the EVP
* Proactively seeks opportunities to provide additional value added service to ensure all established deadlines/commitments are met
* Maintain working knowledge of department and processes
* Proactively seek opportunities to provide additional value added service and optimize efficiency
* Willingness to work extended hours as needed and be accesible on email/cellphone
* Working knowledge of office equipment (printers, copiers, faxes, telephones)