Downloaded from <https://www.velvetjobs.com/job-descriptions/executive-assistant-vp>

# Example of Executive Assistant, VP Job Description

Our growing company is searching for experienced candidates for the position of executive assistant, VP. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive assistant, VP

* Translations (French/English) as needed
* Management of departmental communication
* Document maintenance and management
* Planning and preparation of meetings and events
* Welcome and care of visitors
* To provide EA support to the VP
* Manage complex diaries across different time zones, maintaining a constantly changing calendar, and scheduling and re-scheduling appointments including booking the required spaces and equipment
* Plan extensive multi-trip travel itineraries, planning and co-ordinating business travel and accommodation – nationally and internationally - as required, obtaining relevant documentation and visas prior to travel and adhering to the expenses policy and processes
* Manage and coordinate meetings, including associated information flow, and maintain records and files
* Record and processing expense claims, having the confidence to question any items that exceed policy

## Qualifications for executive assistant, VP

* Ability to gain full working knowledge of the company's structure, key personnel and organizational policies and procedures, functional knowledge of a professional services environment
* Ability to display a consistent, professional, helpful attitude regardless of the situation
* Ability to follow corporate processes to manage travel, and other expense reports
* Demonstrated ability to have completed multiple complex administrative projects
* Provide quality, efficient and specialized administrative support on multiple and diverse range of assignments
* Deliver administrative support to VP EPE and AVP EPE