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# Example of Executive Coordinator Job Description

Our company is hiring for an executive coordinator. 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 coordinator

* Coordinate and manage business travel for the executive
* Manage confidential files and other privileged information, ensuring integrity of recruiting compliance requirements
* Provide administrative support to Vice Presidents
* Perform all duties of an Executive Administrative Coordinator
* Participate in planning functions
* Independently assemble relevant data for Vice President(s) and compiles pertinent statistics or information
* Interact with internal and external sources, often at the upper-management level
* Exercise independent discretion and judgment and solves complex problems
* Full latitude to change work processes and work flow is provided
* Exercise sound judgment and discretion, maintain strictest confidentiality, independently assess and resolve complex situations/problems, and have the flexibility to respond to shifting priorities and great frequency

## Qualifications for executive coordinator

* Eager to learn with a deep understanding of a team environment
* Writing sample and sample of previous work will be requested
* Establish and track administrative budgets
* Minimum 5 years experience in a professional service environment as an administrative assistant or executive secretary required
* Must type minimum 50-60 wpm with accuracy
* Must have strong proficiency in grammar & spelling