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# Example of Executive Coordinator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of executive coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive coordinator

* Posts promotions to partner websites
* Managed special projects as assigned by management team
* Maintains the calendars of the CFO & General Counsel to ensure they are prepared for activities, meetings, and events
* Proactively request and follow up to obtain report information
* Print, collate, produce and distribute highly confidential books and/or special documents as requested
* Plan management events including contracting hotels, ground transportation, meeting facilities, caterers, restaurants
* All staff members are required to support and participate in Association events, as requested
* Greet guests, clients, and visitors in a friendly and professional manner, answering telephones
* Perform ongoing monthly tasks, including maintaining Lobby Ambassador and MOD Calendars
* Answer customer service inquiries via telephone for Finance department as needed

## Qualifications for executive coordinator

* Manage and prepare verbal and written communications for the Head of Products NAR, in both English and German
* Manage Head of Products NAR’s schedule to ensure efficient time management
* Monitor the completion of all action items and decisions as directed by the Head of Products
* Establish and track administrative and discretionary budgets
* Candidates should be comfortable and willing to take on the administrative duties, heavy work flow processing, work with clients to problem-solve issues
* Minimum of 5 years in an administrative support role, ideally supporting top level executives