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# Example of Executive Management Assistant Job Description

Our innovative and growing company is looking for an executive management 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 management assistant

* Design, manage, and update external and internal presentations using Powerpoint and/or Word
* Support SVP and ED in their work with the Brands around cause marketing initiatives, disaster relief, and other special projects
* Serve as liaison with other ELC internal departments including HR, Finance, Legal, Corporate Communications and others as required
* Monthly report collection/distribution
* Work with Operations to ensure that all conference rooms are prepared for meetings/showcases/presentations
* Answer phones, greet clients
* Schedule meetings and book client center rooms
* Book all travel
* Open, review and distribute incoming mail
* Maintain compliance files and assist Supervisory Manager with annual audit

## Qualifications for executive management assistant

* Assist in organizing town halls, off sites and other events as needed
* Setting up Email Accounts and Shared Mailboxes
* Maintain department equipment (fax machine, copiers, printer, etc)
* Coordinate group schedules, vacations, meetings, etc
* Three years of prior professional experience in a non-profit or corporate setting
* Nonprofit or Foundation experience preferred