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# Example of Executive Management Assistant Job Description

Our company is hiring for an executive management assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive management assistant

* Screen incoming communications and visitors to the department and handle any matters not requiring a decision or action of the SVP, TM & OD
* Extensive booking of business travel – domestic and international
* Administrating invoices, expenses (AMEX) and staff reimbursements
* Managing diaries and meeting room bookings for the team
* Daily support to the Head of Australian Distribution
* Ordering technology, software etc via P2P system, RequestCenter and Security Online
* Maintaining a register of staff birthdays, work anniversaries etc
* Assist with the management of Proxy Voting for ASX listed companies
* Work closely with an EA in Institutional Distribution & Marketing to best coordinate the requirements of the broader team
* Organising a range of external meetings – particularly with clients, prospects, other key contacts, and during Professional Series manager roadshows

## Qualifications for executive management assistant

* Strong judgment and ability to liaise with multiple departments and staff at all levels of seniority
* Flexibility to work outside of regular office hours when required
* Prefer experience working in financial services industry
* Excellent analytical skills and research abilities
* Expert business telephone protocol
* 3-5 years of experience as an Administrative Assistant supporting a senior organizational leader