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# Example of Executive Management Assistant Job Description

Our company is growing rapidly and is looking to fill the role of executive management assistant. 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 management assistant

* Manage administration of Business Management and Technology Leadership SharePoint sites, Yammer groups and events such as global departmental Town Halls
* Calendar Management - Manage and monitor multiple executive’s calendars using Outlook
* Key involvement in the travel arrangements for our Professional Series managers
* Responsible for new starters/transfers/departures process
* Coordinate office relocations and main floor plans
* Assist in, and sometimes coordinate, team functions and assist with wider group functions for MIM
* Organise and participate in MIM Charity events
* Extensive and complex international travel and entertainment arrangements
* Travel monitoring for weather, delays, and last minute schedule changes
* Arranging visa applications and managing team's relevant travel documents

## Qualifications for executive management assistant

* Ability to be flexible and accommodating with last minute schedule changes
* Excellent verbal and written communication skills (writing samples will be requested)
* Great initiative with the ability to be collaborative and a team player
* Ability to anticipate needs without instruction
* Phone coverage and screening
* Booking travel and setting up meeting schedules