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# Example of Executive Management Assistant Job Description

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

* At least three years experience in a similar role, providing business and administrative support to a sales team
* Balancing different time zones for relevant travel activities
* Extensive diary management for both internal and external meetings
* Prepping team members and relevant documents and presentations for meetings
* Meet and greet clients ahead of meetings / presentations
* Organize and prepare Action Points for weekly team meetings
* Relaying messages to travelling team members
* Developing rapport with clients, investors and third party partners
* File maintenance, organization and management
* Managing existing and new deal and market participant files

## Qualifications for executive management assistant

* Booking restaurants for client lunches/functions
* Putting together internal and also external client presentations in PowerPoint
* Looking after meeting schedules for Senior individuals that visit the Sydney office
* Similar experience in previous roles
* At least 5 years of administrative experience at the C-Suite level or equivalent experience
* Commitment to accuracy, attention to detail and follow-through