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# Example of Executive Operations Job Description

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

## Responsibilities for executive operations

* Follow up equipment sales and off-hire to minimize longstanding
* Ensure import cargo follow Thailand law and regulation
* Provide advanced clerical support such as preparing statistical reports, project management, and addressing global and regional requests
* Office support such as planning and scheduling Executive meetings and travel, managing emails and calendars, organizing customer visits and itineraries, and answering and directing calls in a professional manner
* Manage daily tasks including preparing and analyzing data for meetings organizing items which need executive approval
* Ability to establish and maintain various filing systems
* Process all new hire requirements for the Executives' employees and serve as the time administrator for the department
* Support coaching and development of cooperative education students
* Occasionally supports company wide events
* Analyse data to make educated decisions

## Qualifications for executive operations

* Own, admin and manage the main customer service and operational tools such as Zendesk, live chat and the phone system
* High degree of proactivity and organisation
* Prior experience with Zendesk/ other CRM systems/ cloud communication platforms preferable
* Technically minded - any experience/ knowledge of programming languages/ APIs usage is an advantage
* Manage a portfolio of sports properties which include planning and coordination
* Ensuring contractual obligations are implemented