Downloaded from <https://www.velvetjobs.com/job-descriptions/executive-secretary>

# Example of Executive Secretary Job Description

Our growing company is searching for experienced candidates for the position of executive secretary. 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 secretary

* Greets and receives visitors and telephone calls furnishing advice and assistance on the basis of general knowledge
* Prepares and supervises the preparation of correspondence, forms, reports and other written communications
* Responsible for efficient management of the routine tasks of the office
* Process payment requests, campus orders and purchase orders as necessary
* Assist with the administration of space
* Act as a liaison between the Department and facility management and maintenance teams
* Provide office leadership and administrative support for the Power Services Field Service team at multiple locations
* Develop presentations, agendas, correspondence and memoranda for a variety of internal and external senior level populations and create senior level charts, reports, and correspondence using the Microsoft suite
* Provide support for Field Service tax allocation and gas per diem
* Review and respond to emails and phone calls from other key management personnel as required, using discretion and judgment in gathering and conveying pertinent information in a timely manner

## Qualifications for executive secretary

* Requires some walking and standing
* Work as business partner with the President to enable efficient and effective work schedule for the president
* Must have a minimum of five (5) years of recent and relevant experience supporting a senior level Executive
* Must be detail-oriented and highly organized with the ability to effectively handle multiple projects/tasks simultaneously
* A high degree of dexterity to produce materials on a PC, normal or corrected vision, extensive sitting for prolong periods of time, ability to clearly communicate verbally by phone and in person
* Be responsible for maintaining the office procedures manual