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# Example of Executive Staff Assistant Job Description

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

## Responsibilities for executive staff assistant

* Understand and facilitate the flow of regular management information used to monitor and run the business
* Perform research projects as needed, directed and prioritized by the management team
* Handle highly sensitive and confidential information as needed
* Be given the access to all the key management information and reports, contribute thoughts and insights to the management team as appropriate
* Organize, note take and produce reports at the International Management team meetings every 2-3 months (this may require periodic travel)
* Manage proactively executives’ daily schedule
* Prepare expense reports and review team expenses
* Coordinate extensive travel and meeting schedule for executives
* Schedule pitch meetings, general team meetings
* Plan offsite team meetings as directed by executives

## Qualifications for executive staff assistant

* Support the development of presentations and reports on behalf of the executives
* Special projects as directed by executives
* Create and maintain highly organized files
* Develop and implement administrative policies and procedures in manual format (e.g., hiring accounting, and reporting procedures)
* Maintain budget, prepare contracts, approve and monitor expenditures, prepare budget requests and financial reports for ATS programs
* Oversee hiring procedures