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# Example of Executive Support Job Description

Our innovative and growing company is looking to fill the role of executive support. 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 support

* OEscalate the ticket to the correct group if the incident cannot be resolved
* OSign-off closed tickets with the user to include follow up specifically to the end user
* OClose tickets that have been resolved
* Identify Interrupts and escalate as needed, monitor where possible and resolve issues during emergency outages
* Imaging and Deployment support of PC, mobile device hardware
* Setting up the computer(s), monitor(s), mobile device(s)
* Maintain physical presence at designated service locations and time for employees to pick up user’s computer, or delivering to end-user
* Software installation (based on standard software image and guidelines)
* OSet-up in accordance with documentation
* OTroubleshoot software in the Standard Software image and 3rd party applications

## Qualifications for executive support

* Competent in Microsoft Office software packages
* Must be comfortable using Excel and working with large sets of data (pivot tables)
* Diploma or Bachelors in Computer Science/IT/Engineering or equivalent
* Account Management Team
* New Business Team
* External customers and prospects