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# Example of Executive / Team Assistant Job Description

Our innovative and growing company is hiring for an executive / team assistant. 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 / team assistant

* Managing and processing expense reimbursements, American Express monthly statements
* Assisting with PowerPoint presentations and reporting
* Managing timesheet reporting for the team globally
* Working closely with CCIR Ops Manager and Finance on complex monthly recharges
* Overseeing the function of a junior assistant
* On Site assistance with events, as required
* Dealing with confidential reports and information
* Sensitive and complex Client liaison, as required
* Arranging travel and accommodation, meeting rooms, conference calls
* Organising and coordinating events

## Qualifications for executive / team assistant

* Ad hoc business and personal administration
* Handle phone overflow, create call sheets, screen calls and manage caller needs as appropriate
* Secure meeting space, manage A/V and secure technical support as needed
* Schedule and manage travel itineraries (both Domestic and International), including hotel, air and ground transportation
* Book outside venues as needed including, restaurants, meetings space and training facilities
* Orders and maintain office supplies