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# Example of Executive / Team Assistant Job Description

Our growing company is looking to fill the role of executive / team assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for executive / team assistant

* Ad hoc support for other team members on occasion
* Be the key support contact for the Americas Tax and Group Treasury teams along with other key FMG staff for calendar management, invoices, travel, expenses, Handle highly sensitive and confidential information in support of various FMG initiatives
* Coordinate meetings and calls, book conference rooms, arrange refreshments
* Set up new starters, transfers, returnees and departures
* Organize requisition of all FMG team equipment including laptops, Blackberry, corporate Amex, shared drive access and remote access
* New hire assessment coordination and managing interview schedules, as needed plan and coordinate FMG team activities/events
* Ad hoc responsibilities as needed
* Have 5+ years of Executive Assistant / Team Administrator experience
* Successfully managed executive calendars, travel and expense, and proficiency with office applications
* Be able to manage multiple tasks, stakeholders and outcomes

## Qualifications for executive / team assistant

* Ability to communicate effectively at all levels across the company
* At least two years of prior corporate administrative experience
* Extensive knowledge of and experience in a corporate setting
* Be a supportive and collaborative team member, providing top-tier service to the wider HR team
* Maintain a positive attitude and exhibit proactive, organized behavior on manage tasks
* Co-ordination of team events, including training sessions and conferences room bookings, catering, attendance registers etc