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# Example of Manager, Executive Assistant Job Description

Our company is looking to fill the role of manager, executive assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, executive assistant

* Maintenance of hard copy and electronic filing systems, distribution and response to mail/email/phone inquiries
* Handle all logistics abroad and domestically (air, ground and rail transfers
* Working with Operations to assure smooth running of the organization, expense and invoice reconciliation
* Ad hoc projects, tasks and reporting as required
* Greeting visitors for meetings and arranging refreshments and lunches
* Order general office supplies and equipment for the office
* Managing the relationship with our suppliers
* Handle incoming and outgoing office mail
* Coordinate GM schedule, daily calendar of meetings, events
* Answers a high volume of calls in an efficient and professional manner and screening calls as required

## Qualifications for manager, executive assistant

* Persistent, yet positive and approachable attitude
* 5+ years of recent and relevant Administrative or Business work experience
* Coordinate/Arrange Corporate VIP/VIP requests, , ticket requests, seating arrangements and lodging
* Handle all ticket requests for GM review, V.I.P., Home Office, Employee, Must work closely with Box Office management on all ticket requests to ensure tickets are distributed to the correct parties
* Keep books on all venue reports, , Flash, COS, Labor
* Plans and coordinates meetings, receptions, gifts, food and supplies for company occasions