Downloaded from <https://www.velvetjobs.com/job-descriptions/office-executive>

# Example of Office Executive Job Description

Our company is growing rapidly and is looking for an office executive. 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 office executive

* Provide executive administrative support
* Coordinate use of conference rooms
* Order meals and beverages for meetings and assist with set up and post-meeting clean up
* Obtain security passes for guests
* Restock refrigerator
* Maintain copiers and fax machines
* Manage day to day front desk and receptionist duties
* Maintain the appearance of the office
* Lead for planning and coordination of internal parties and events including yearly holiday party, offsite meetings and staff appreciation events
* Will provide support for an executive team

## Qualifications for office executive

* Fluent in English and Cantonese (French is a plus)
* Able to speak and write in English, Chinese and Bahasa Malaysia
* Dynamic and good team player
* Superior persuasive and interpersonal skills
* Diligent and trustworthy
* Associate’s degree or Bachelor’s degree in related field preferred