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# Example of Support Executive Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of support executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for support executive

* Supports Marketing and Communications Department with processing of invoices and works with vendors to order Marketing Company Logo items, shirts and other sales supplies
* Coordinates incoming & outgoing correspondence (to include electronic mail), and create/disseminate other critical and confidential business documentation with discretion and deals with confidential issues and subject matter in ways that requires considerable sensitivity, discretion, or judgment in replying to inquiries, and/or presenting or requesting information
* To produce correspondence, documents and presentations and maintain records, spread-sheets and databases
* Preparing and coordinating Board papers as required, ensuring actions are followed through to completion
* To maintain confidentiality at all times
* Provide consultation on company wide Information Technology rollouts and initiatives
* Proficient at smartphone devices, applications, backups, restores for iPhones and Droid’s
* Develop positive relationships and manage inquiries from vendors and internal customers
* Track processes for documenting all technology issues and resolutions
* Provide hardware and software support for laptops and tablets including Mac’s

## Qualifications for support executive

* High initiative, drive, mature, meticulous and has an eye for details
* Willing to learn and be a team player with good interpersonal skills
* Tact, confidentiality and diplomacy in handling inquiries, calls and visitors
* Capable of working on own initiative and using discretion without having wait for instructions
* Well organized and produce effective results at all times
* Attend relevant training courses as required by the Company