



Example of Executive Admin Job Description

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Our company is searching for experienced candidates for the position of executive admin. 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 admin

- Read industry trades daily for articles or deal details that provide competitive information about industry business trends
- Maintain monthly/quarterly reports that provide key insights into competitive acquisition practices on television series and feature films, including the analysis of trends in purchasing for on-air exhibitions and exposure in other forms of media
- Assist the VP by providing support during deal negotiations which can range from reviewing key clauses in contracts or analyzing trends in Turner's buying practices from studio to studio to compiling the details of Turner's offers and licensor's counter offers during deal negotiations
- Track the performance of theatrical releases by studio on a weekly basis and maintain reports on content available on emerging platforms
- Salesforce knowledge champion
- Create, maintain and update all charts, lists and calendars reporting travel schedules and attendance for the office being supported
- Assist in preparing local, domestic, and international travel arrangements, including authorizations, vouchers, and reimbursements for the office and assist in follow up on preparation of travel reimbursements to ensure timely filing
- Maintain an efficient office environment, to include ordering supplies and arranging for repair of office equipment
- Provides administrative support to executive C-level officers, President or

Qualifications for executive admin

- Proven track record of supporting multiple managers manage multiple and competing priorities
- Must be able to flex schedule to meet work demands (ex
- Ability to make clear and timely decisions
- The ability to perform advanced, diverse and complex tasks gained through experience
- The ability and willingness to take independent action to complete assignments with little to no instruction
- The ability to function effectively when faced with stressful work situations and time pressures