



## Example of Executive / Team Assistant Job Description

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Our innovative and growing company is hiring for an 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

- Managing complex calendars, including the annual business calendar, and partnering with team leadership to stay aligned to business needs
- Working closely with other Executive Assistants and business teams throughout the company and globe
- High level of integrity and discretion in handling confidential information and professionalism in dealing with senior professionals inside the company is key
- Maintain updated organizational charts and managing team space planning
- Understand business priorities and identify process improvements to create efficiency and scale with little to no guidance
- Organize team meetings with multiple agenda items and guest presenters
- Ability to identify key milestones of projects and events, then working backwards from those deadlines to ensure deliverables are met
- Collaborating with a global team and dealing with various stakeholders across the business, therefore it is essential to have the ability to work successfully in a team environment and build effective working relationships inside and outside the group
- Ability to liaison on behalf of leadership and business inside and outside organization
- Attending key meetings, tracking and helping drive completion of key deliverables and following up on outstanding items

- Substantial administrative and or secretarial experience at senior executive level
- Experience in organising and co-ordinating events
- You will have an excellent communication style and be able to form good relationships with people across different locations and organisations
- 5+ years experience providing executive or administrative support
- Event planning experience for small and large-scale events (both social and functional)
- Effective time-management skills with superior attention to detail and great organizational skills