



Example of Executive VP Job Description

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Our innovative and growing company is looking for an executive VP. 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 executive VP

- Makes preparations for department, staff and other meetings including preparing any meeting materials and or presentations, scheduling the conference space required, facilitating refreshments and may include managing the budget for these meetings and / or conferences
- Answers departmental phone with several lines
- Responds to highly diversified inquiries from members of the Company management, employees and the general public
- Provides courteous and efficient responses to phone inquiries determining from experience and training the limitations on the extent and type of information which may be provided
- Receives sorts, distributes, opens and screens incoming mail
- Uses initiative to prepare responses for signature and to assemble background information from many sources
- Follows up to ensure that proper and timely action is taken
- Maintains accurate records and files for easy retrieval when information is requested or needed
- Manages reconciliation of a corporate credit cards for self and VP, working with managers/supervisors and senior management to ensure the accuracy/timeliness of expense report submission
- Works with other Sr

Qualifications for executive VP

- Qualified (or equivalent) to Chartered Accountant or Chartered Institute of Tax level
- 8+ years of relevant administrative support experience in a corporate environment
- The flexibility and resiliency to work well under pressure , maintain confidentiality, and quickly adapt to rapidly changing needs and priorities
- An ability to develop and maintain positive and effective interactions and working relationships at all levels of the organization, including senior management and global partners
- A talent for effectively prioritizing, multi-tasking and maintaining attention to detail and accuracy
- Must be able to keep information confidential, demonstrate a positive professional image and build an unimpeachable business reputation