

## Executive Assistant Job Summary

Provide high-level administrative support by handling information requests, performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

### Executive Assistant Duties and Responsibilities

- Answering phone inquiries, directing calls, and providing basic company information
- Comfortable performing clerical duties, maintaining files, and organizing documents. Photocopying, faxing, collating, etc., as needed.
- Arranges travel, accommodation, itineraries, and all correspondence related to arrangements as needed.
- Plans/organizes and implements events such as meetings, daily employee lunch orders, business luncheons, or client dinners
- Manages executive schedule and acts as liaison for executive team
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Handles confidential information; organizes and maintains files
- Prepares information and research for executive needs
- May help plan company events, meetings, and employee team building activities or special projects.

### Executive Assistant Skills

- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Able to organize and manage large amounts of files, tasks, schedules, and information
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Comfortable in both a leadership and team-player role
- Answers phone inquiries, directs calls for executive team
- Able to perform all clerical duties, maintaining files and confidential information, organizing documents as needed.

### Executive Assistant Requirements and Qualifications

- Three to five years' prior experience in mid- to senior-level administration, business, management, or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel);
- Excellent written and verbal communication skills
- Able to concentrate on multiple problems/tasks at once
- Excellent time management and prioritization skills
- Valid driver's license and safe driving record required