

Executive Assistant Job Description

Duties and Responsibilities:

- Collect, analyze and draft documents/information in order to conserve executive's time
- Schedule and plan meetings to manage executive's appointment calendar/schedule
- Attend meetings in the absence of an executive to act as executive representative and speak on his/her behalf
- Receive customers and interact with them to identify and process their inquiries or requisitions
- Prepare presentations for executives by formatting, inputting, editing and transmitting text and image
- Collect and analyze data in order to prepare reports useful in taking key business decisions
- Utilize electronic and paper filing systems to maintain proper records of important information/document
- Monitor stock levels by checking inventory to identify out-of-stock items and place order for supplies
- Inspect office equipment to initiate repairs or call for replacement as required
- Format, edit, and distribute minutes of meetings
- Screen, monitor, and distribute incoming calls to appropriate personnel
- Ensure work area is neatly and properly arranged in a manner that supports smooth office operations
- Prepare and deliver presentations required for staff induction and orientation
- Organize and schedule departmental project activities
- Notify executives and staff of deadlines to ensure timely completion of set objectives.

Executive Assistant Requirements – Skills, Knowledge, and Abilities

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- Education and Training: The executive assistant job requires minimum of a high school diploma. Some employers on the other hand prefer college graduates; therefore, having a management or business degree provides a competitive edge. Experience in a clerical or administrative field is a plus for the position
- Communication Skills: Executive assistants are well versed in interacting with top level administrators and general company personnel to ensure smooth office operations
- Organizational Skills: They are adept at coordinating and managing executive schedules and paperwork
- Computer Skills: They are skilled in utilizing computer systems to manage and maintain important office information.