

This Executive Administrative Assistant job description template includes key Executive Administrative Assistant duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a competent Executive Administrative Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to executive's working life and communication.

Responsibilities:

- Act as the point of contact between the executives and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Maintain diary, arrange meetings and appointments and provide reminders
- Make travel arrangements
- Take dictation and minutes and accurately enter data
- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system

Requirements:

- Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office
- Proficiency in English

- Exemplary planning and time management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Discretion and confidentiality
- High School degree; additional qualification as personal assistant would be considered an advantage