Executive Administrative Assistant

Job Description

Summary:
The Executive administrative assistants will support executive-level staff. Along with basic clerical duties such as planning meetings an executive administrative assistant may also conduct research, prepare financial statements and analyze reports. An executive administrative assistant should be able to think strategically and offer solutions rather than simply carry out requests.

Duties

The executive administrative assistant provides basic clerical support such as answering and directing phone calls, greeting visitors, opening and distributing correspondence, planning meetings, filing and ordering office supplies. Higher-level duties include bookkeeping, writing and distributing memos and creating marketing materials such as presentations.

The executive administrative assistant may also be called upon to complete tasks on par with lower management duties. These tasks include reading, analyzing and writing reports, conducting market research, purchasing or leasing office equipment and managing supplies. He may also be responsible for training and supervising lower-level clerical staff.

Skills

Multitasking and time management are key skills for an executive administrative assistant, as they may be called upon to perform several duties in the same time frame. An executive administrative assistant should have clerical experience and knowledge of administrative procedures and coordinating resources. Other skills include customer service, effective comprehension and communication in reading and writing, and problem solving.

Technology

Computer skills are essential for an executive administrative assistant. They should have a range of application software knowledge. Applications used by executive administrative assistants include spreadsheet, presentation, word processing, email, accounting and database software. They may also be required to use a scanner and perform basic maintenance on printers and copy machines.

Education and Experience

Executive administrative assistant is not an entry-level position. An associate degree is desired bachelor’s degree preferred.

Job Type: Full-time