EXECUTIVE ADMINISTRATIVE ASSISTANT

Job Description:

**Executive Administrative** **Assistants** ensure that everyday office tasks are completed properly. They can have a very wide array of clerical duties, depending on the type of administrative support needed by the company where they work. Administrative Assistants need strong interpersonal skills, accuracy, attention to details, proactivity and computer literacy.

Job Responsibilities:

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies as necessary
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Liaise and coordinate with other executives and their assistants
* Support senior managers and executives with daily clerical tasks
* Plan meetings and take detailed minutes
* Answer phone calls, provide information to callers or connect callers to appropriate people
* Schedule appointments and update calendar
* Make travel arrangements and reservations for senior managers
* Compose and type regular correspondence, like invitations and informative material
* Develop and maintain a filing system
* Create spreadsheets and presentations
* Provide statistical and budget reports
* Greet and provide general support to visitors
* Develop, implement and improve office policies and procedures
* 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

Job Qualifications:

* Associates in administration or related field
* Bachelors in administration or related field preferred
* Experience as an executive administrative assistant

Opportunities as an Executive Administrative Assistant or are available for applicants without experience in which more than one an Executive Administrative Assistant is needed in an area such that an experienced an Executive Administrative Assistant will be present to mentor.

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Proficiency with computers and bookkeeping software, strong typing skills.