EXECUTIVE PERSONAL ASSISTANT

Job Description:

A **Executive Personal Assistant** is someone, usually a man, that performs miscellaneous tasks for a manager, supervisor, or executive. These include getting coffee, ordering and delivering lunch, setting up and confirming business luncheons, and bringing guest business persons refreshments at meetings. They may also be responsible for greeting businesspersons and escorting them to the meeting room.

Job Responsibilities:

* Answer phone calls and redirect them when necessary
* Make copies, faxes, and filter through voicemails
* Make various errands to stores for supplies, restaurants for food, and shops for coffee.
* Make coffee, tea, or other beverages for executive and business guests
* Check frequently the levels of office supplies and place appropriate orders
* Make travel arrangements
* Confirm dining or other service reservations
* Greet business guests
* Maintains guest confidences and protects operations by keeping information confidential.

Job Qualifications:

* High School Diploma
* Valid driver’s license required
* Experience as a Executive personal assistant

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

Job Skills Required:

* Flexibility in accomplishing tasks
* Able to adapt to changing requests
* 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
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Ability to not take things personally
* Must be able to drive