Executive Assistant Job Brief Description Sample Template

We are seeking an Executive Assistant with the ability to complete tasks in an efficient and timely manner. You will aid our CEO by assisting in the management of our busy office's clerical functions.

The role will include secretarial responsibilities such as answering phones or greeting guests, while serving as the first point of contact for visitors. Daily duties will include responding to emails and written correspondence. Proficiency in Microsoft Office is important. The position will also entail organizing and scheduling meetings, completing kitchen upkeep, logistics for on-site events or other tasks as needed.

You will engage in a variety of tasks throughout the day, ranging from setting up international conference calls from many different regions to creating marketing flyers for the business. This position also requires the confidence to monitor activity and potentially suggest workflow improvements that may impact how business is conducted. We are looking for an intelligent, resourceful, go-getter with a positive attitude and willingness to improve the efficiency and daily functions of our office.

Responsibilities

* Executing tasks and providing support to the CEO.
* Greeting new visitors to the CEO’s office.
* Scheduling and coordinating executive calendars.
* Organizing in-office events and meetings.
* Arrange and control daily schedules for executives.
* Create and maintain office filing systems.
* Serves as liaison between the public and the executive.
* Serves as contact for other employees with executive is out of the office.
* Correspondence, including answering emails, dictation, or written letters, distributing and responding to mail.
* Answering and transferring phone calls to the appropriate parties.
* Gatekeeping phone call transfers to the CEO to reduce time wasting.
* Maintaining office equipment, or potentially dealing with external vendors such as cleaning services or building maintenance.
* Clerical tasks that could include report creation, spreadsheet maintenance, or even, proofreading of collateral materials.
* Inventorying and ordering supplies.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.

Technical

* Proficient with word processing, spreadsheets, and presentation software.
* Knowledge or ability to learn project management software, enterprise resource planning (ERP) tools, or customer relationship management (CRM) software.
* Ability to schedule teleconferences via Gotomeeting, Skype, or other online software.
* Can edit or format documents for public presentations.
* Good understanding of Photoshop is a plus.
* Proficiency with accounting software such as Intuit QuickBooks.
* Professional working knowledge of Microsoft Office suite.
* Ability to use scanners and photocopiers.
* Comfortable with digital cameras or, potentially, rudimentary video equipment.

Communication/Organizational

* Able to coordinate with and on behalf of the CEO.
* Excellent ability to communicate in writing or in person.
* Exceptional people skills and a pleasant office demeanor.
* Active listener with good reading comprehension.
* Practices discretion and can keep confidential details.
* Strong organizational skills with a high level of responsibility.
* Ability to work under pressure and keep professional composure.
* Can meet deadlines and multitask.
* Solid writing skills with the ability to proofread.

Benefits

* Full-time with benefits, or part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.