**Executive Assistant Job Description Sample**

Executive Assistant Job Responsibilities:

Enhances executive's effectiveness by providing information management support; representing the executive to others.

Executive Assistant Job Duties:

* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
* Represents the executive by attending meetings in the executive's absence; speaking for the executive.
* Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Completes projects by assigning work to clerical staff; following up on results.
* Prepares reports by collecting and analyzing information.
* Secures information by completing data base backups.
* Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
* Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

Executive Assistant Skills and Qualifications:

Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication