An **Executive Administrative Assistant** is the support system for the executives in the workplace.

Provides personalized secretarial and administrative support in a well-organized and timely manner

Maintain diary, arrange meetings and appointments, and provide reminders

Arranges meetings, collates and distributes materials, books meeting rooms, visitor passes, and equipment as required. Meets greets and escorts visitors, meeting attendees, and candidates. May distribute follow up materials.

Takes dictation and minutes and accurately enter data

May create documents transcribing from voicemail recordings or in-person meetings. Develops appropriate formats and checks for grammar punctuation and spelling.

Manages traditional paper and/or electronic filing systems

Manages corporate stock rooms and/or libraries

Manages videoconferencing, fax communications and office equipment

Develops and maintains a filing system

Has proficiency in MS Office

Produces general correspondence reports and presentations.

Organizes travel arrangements. Reserves transport and accommodations taking into consideration manager preferences cost and timing implications. Ensures that managers have necessary paperwork for travel tickets, confirmation numbers, visas, and itineraries.

Completes business expense claims promptly and follows up on reimbursements if necessary.

Manages incoming mail and correspondence, post, email, etc.

Creates and maintains lists, files, and databases to enhance efficiency and productivity.



