

**Sample job description: Executive assistant**

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| **Employee name** | Full name | **Job title** | Executive assistant |
| **Direct supervisor** | Full name | **Job title** | Job title |
| **Classification** | Nonexempt  Exempt (U.S. only) | | |
| **Position type** | Full-time  Part-time  Temporary | | |
| **Working hours** | Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand. | | |
| **Compensation** | List salary, salary grade and pay range (minimum and maximum salary). | | |
| **Supervisory responsibilities** | This position has no supervisory responsibilities. | | |

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| **Job summary or purpose** |
| The executive assistant serves as the first impression and point of contact for the organization while providing high-level support for the leadership executive team members. This includes clerical tasks, conducting research and preparing statistical data, heavy calendar management, and coordination of business meetings, event planning, travel arrangements and briefings. The executive assistant serves as the liaison between the leadership team and other departments within the organization. The executive assistant exercises independent judgement, prioritizing and managing multiple projects simultaneously with little or no supervision. |
| **Essential functions** |
| Essential functions of the executive assistant include, but are not limited to, the following:   * Initiating and maintaining effective and professional communication between the leadership team and all departments of the organization as well as the board of directors, community members and clients * Managing leadership team calendars, business meetings, travel arrangements and reservations * Creating well-organized, grammatically correct correspondence (such as memos, meeting minutes, emails, reports and other documents) for internal stakeholders, clients and the board of directors * Using various software applications (such as spreadsheets, relational databases, statistical packages and graphics packages) to assemble and format data and reports * Exercising administrative judgment, assuming responsibility for decisions, consequences and results impacting staff, costs and/or quality of service within a given functional area * Performing general clerical duties (such as ordering supplies, maintaining and retrieving documents, reports and records, and handling incoming and outgoing phone calls and electronic communication) on behalf of the leadership team * Greeting visitors and determining whether they should be given access to specific individuals * Coordinating and planning the organization's events and parties |
| **Competencies** |
| * Communication proficiency, including excellent verbal and written communication skills * Excellent attention to detail * Strong organizational skills * Strong time management and stress management skills * Strong problem-solving and analytical skills * Strong collaboration skills, including ability to work in a team environment with a professional and gracious attitude * Proficiency in business vocabulary * Proficiency in Microsoft Word, Excel and PowerPoint * Extraordinary discretion, flexibility, initiative and willingness to work closely with the leadership team * Ability to work independently in a fast-paced, dynamic office environment with little supervision * Personal effectiveness and credibility, including composure under stress |
| **Qualifications and requirements** |
| * One or more of the following: * Bachelor's degree with three or more years of executive leadership administrative experience * Associate's degree with five or more years of executive leadership administrative experience * High school diploma or equivalent with seven or more years of executive leadership administrative experience * Two or more years of event planning experience |
| **Work environment** |
| This position operates in a professional office environment with moderate noise. Sitting for long periods of time is typical in this position but brief periods of walking or standing may occur. |
| **Physical demands** |
| This position requires speaking and hearing. Frequent typing and writing is customary. Bending and twisting could occur regularly. The employee must be able to lift up to 10 pounds at certain times. |
| **Travel requirements** |
| No travel is expected for this position, but business needs may change this circumstance. |
| **Affirmative action plan or equal employment opportunity** |
| This organization is fully committed to equal employment opportunity, maximum utilization of all employees, and employment and advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Discrimination of any type will not be tolerated. |
| **Other duties and functions** |
| This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position. Duties, responsibilities and activities may change at any time with or without notice. |

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| **Employee agreement and signature** | | | |
| The employee's signature below constitutes understanding of the job requirements, essential job functions, and other duties and functions of this position; an understanding that the job description is subject to change; and an understanding that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job. | | | |
| **Employee signature** |  | **Date** |  |

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| **Management and HR agreement and signatures** | | | |
| This job description has been approved by all appropriate management staff. | | | |
| **Direct supervisor signature** |  | **Date** |  |
| **Department manager signature** |  | **Date** |  |
| **HR representative signature** |  | **Date** |  |

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