

## **Executive Assistants**

Executive Assistants provide high-level administrative support to executives, managers, or senior leaders within an organization. They manage schedules, coordinate communications, and assist with strategic tasks to ensure smooth operations and effective decision-making. Their role requires organizational, communication, and problem-solving skills.

### **Duties and Responsibilities (Points):**

- Manage executives' calendars, appointments, and travel arrangements
- Prepare, review, and edit correspondence, reports, and presentations
- Coordinate meetings, conferences, and events
- Handle confidential information with discretion and professionalism
- Liaise with internal and external stakeholders on behalf of executives
- Monitor and prioritize emails, phone calls, and other communications
- Conduct research and provide briefings or summaries for decision-making
- Maintain files, records, and office documentation
- Assist in project management and follow-up on action items
- Support executives with day-to-day administrative and operational tasks