

Executive Assistant Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring an Executive Assistant to support {{the CEO / executive team}} and keep their time, travel, and priorities running smoothly. This role reports to {{the CEO / Chief of Staff}} and works across every department with a high degree of trust and confidentiality.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Own the executive's calendar: schedule, reschedule, and protect focus time across time zones
- Triage the inbox and correspondence, drafting replies and flagging what needs attention
- Plan and book complex travel, then build detailed itineraries
- Prepare agendas, briefing docs, and decks for leadership and board meetings
- Take minutes, track action items, and follow up to closure
- Process expense reports and reconcile the corporate card on time
- Act as a gatekeeper and first point of contact for internal and external stakeholders
- Handle confidential information with absolute discretion

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years supporting senior executives as an EA or senior administrative assistant
- Expert calendar and inbox management across {{Google Workspace / Microsoft 365}}
- Excellent written communication and a polished, professional manner
- Strong organization and the judgment to prioritize competing demands
- Proven discretion with confidential and sensitive information

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Experience supporting a C-suite executive or board
- Familiarity with {{travel, expense, or project tools — e.g. Concur, Ramp, Notion}}

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; occasional out-of-hours availability around travel and board cycles
- {{On-site / hybrid}} at {{location}}, to stay close to the executive
- Minimal travel, with occasional event or off-site support

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.