

## **Executive Assistant : Roles & Responsibilities**

### **What is an EA?**

An EA (Executive Assistant) is an individual who primarily supports their busy boss and helps to make their working day (and sometimes personal life) easier.

From managing diaries and coordinating meetings to arranging transport & accommodations, an executive assistant has to wear many hats in their day-to-day working life. As EA, you provide the support that allows your boss to shine.

EAs are almost like a business assistant for their Director or CEO or other high-profile individual. They're required to think more strategically, offering more in-depth project support. EAs often work at the very highest level of business, and can even step in for their boss, if necessary.

As an EA, you may be required to make important decisions on behalf of your superiors, and work as an ambassador for your company at all times. Being an EA involves much more responsibility, and will often include more work out.

This position involves enormous organisational workloads. In an EA job, you'll need to be one step ahead in terms of planning and preparation for your boss. You'll need great communication skills, the ability to use most mainstream computer programs, and a capability for thinking on your feet.



### **Job Duties of an Executive Assistant**

#### **Provide Administrative Assistance**

In many aspects, the role of executive assistant is similar to that of a secretary or administrative assistant. They perform clerical tasks, like accepting and making phone calls, setting business meeting agendas, sending memos, accepting visitors, reviewing incoming reports, and setting the executive's daily schedule.

## Conduct Research

Executive assistants are sometimes asked to conduct market research and prepare statistical reports that are used by executives to make business decisions. Executive assistants are usually required to hold a degree in either general business or the field in which they work; for example, an executive assistant to a financial officer might hold a bachelor's degree in finance. Some executive assistants even possess a Master of Business Administration (MBA).

## Act as a 'Gatekeeper'

Company executives (Director/CEO) are usually well-known public figures with a great deal of influence in their communities. As such, the time and attention of an executive are constantly in demand. The role of 'gatekeeper' usually falls to the executive assistant. He or she controls which phone calls and reports go through to the executive, as well as what meetings are scheduled. To fulfil this responsibility, executive assistants must clearly understand the goals, values, and needs of both the company and the executive.

## Supervise Clerical Staff & Other Employees

In the hierarchy that is a company executive's clerical team, the executive assistant is at the top. However, executive assistants often work closely with lower-level administrative assistants & other teams to complete certain tasks that require collaboration. In many companies, executive assistants supervise the work of other teams and coordinate tasks.

The List is ever-growing :

- Keep records
- Calendar management
- Client relations
- Design and maintain a filing system
- Organize meetings
- Arrange travel plans
- Typing
- Event planning
- Prepare reports
- Processing expense reports
- Take meeting minutes
- .....and more