

Chapter 1 : Executive Assistant Resume Examples {Created by Pros} | MyPerfectResume

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The executive has a very demanding schedule and the job of the assistant is to ease the workload by taking on most of the administrative duties, leaving the executive to focus on decision making. The executive assistant must keep the office of the executive running smoothly. **Job Responsibilities** The primary responsibilities of an executive assistant will include such tasks as preparing reports and presentations, screening calls, and managing budgets and other financial matters. You will be responsible for coordinating projects that may involve working with all levels of internal management and staff. Another responsibility of an executive assistant may be to conduct internet research to keep the executive up to date on things that are important to the company. In addition to these duties, an executive assistant may also be responsible for supervising lower level staff such as receptionists or secretaries. The skills required to be successful as an executive assistant include being extremely efficient, organized and resourceful. An executive assistant must also be flexible and able to function well in a fast-paced environment. An executive assistant will need to have great interpersonal skills to deal with many personalities. Strong decision making skills, verbal and written communication skills and attention to detail are also all important traits for an executive assistant to possess. **Training and Education Requirements** The training and education requirements to enter the executive assistant field can vary greatly, depending on the company and the industry. Many executive assistants start out as secretaries or administrative assistants and learn on the job to work their way up. You can also qualify for this position with a diploma from a secretarial school along with experience. Another option is to earn an executive assistant certificate. The executive assistant certificate program usually takes less than 12 months to complete and is offered at certain business schools and community colleges. As an executive assistant there will also be a constant need to learn new computer programs or office technology. An executive assistant will be expected to engage in continuing education to keep ahead of advances in technology. Continuing education that the executive assistant may also participate in includes management techniques, and organizational skills training. **Executive Assistant Salary and Wages** The salary and wages of executive assistants can vary greatly based on education and experience. Other factors that can affect the salary and wages of executive assistants are type of industry, size of company and geographical location. According to the U. As the executive assistant or secretary gains experience they can earn the designation of Certified Administrative Professional CAP. This designation is given by the International Association of Administrative Professionals IAAP and requires two years of experience and the passing of a four part, one and a half day exam. The CPS exam takes one day and is given in three parts. Certification is not necessary to become an Executive Assistant. However, the executive assistant who earns these voluntary designations will stand out as someone who is dedicated to advancing their career, making them more attractive to employers. **Professional Associations** The association of executive and administrative professionals AEAP is a professional association dedicated to providing executive assistants and other administrative support professionals a wealth of essential career advantages. With this association you can advance your career by learning about advances and changes in professional practice and technology. You can also network with other administrative professionals on the online forums. This organization helps to advance the success of administrative professionals by providing opportunities for development through education, community building and leadership growth.

Learn about the education and preparation needed to become an executive assistant. Get a quick view of the requirements as well as details about schooling, job duties, and required experience to.

Please improve it by verifying the claims made and adding inline citations. Statements consisting only of original research should be removed. December Learn how and when to remove this template message A secretary, also known as a personal assistant PA or administrative assistant, has many administrative duties. The title "secretary" is not used as often as in decades past, and responsibilities have evolved to much more advanced skill set such as mastering Microsoft Office applications: Word, PowerPoint, and Excel to name a few. The duties may vary according to the nature and size of the company or organization, and might include managing budgets, bookkeeping, attending telephone calls, handling visitors, maintaining websites, travel arrangements, and preparing expense reports. Secretaries might also manage all the administrative details of running a high-level conference or meeting and be responsible for arranging the catering for a lunch meeting. Often executives will ask their assistant to take the minutes at meetings and prepare meeting documents for review. Etymology[edit] The term is derived from the Latin word *secernere*, "to distinguish" or "to set apart", the passive participle *secretum* meaning "having been set apart", with the eventual connotation of something private or confidential, as with the English word *secret*. A *secretarius* was a person, therefore, overseeing business confidentially, usually for a powerful individual a king, pope, etc. As the duties of a modern secretary often still include the handling of confidential information, the literal meaning of their title still holds true. With time, like many titles, the term was applied to more and varied functions, leading to compound titles to specify various secretarial work better, like general secretary or financial secretary. Just "secretary" remained in use either as an abbreviation when clear in the context or for relatively modest positions such as administrative assistant of the officer s in charge, either individually or as member of a secretariat. As such less influential posts became more feminine and common with the multiplication of bureaucracies in the public and private sectors, new words were also coined to describe them, such as personal assistant. Modern developments[edit] In 1840, Sir Isaac Pitman founded a school where students could qualify as shorthand writers to "professional and commercial men". Originally, this school was only for male students. In the 1850s, with the invention of the typewriter, more women began to enter the field and during the upcoming years, especially since World War I, the role of secretary has been primarily associated with women. By the 1920s, fewer men were entering the field of secretaries. In an effort to promote professionalism among United States secretaries, the National Secretaries Association was created in 1915. The organization developed the first standardized test for office workers called the Certified Professional Secretaries Examination CPS. It was first administered in 1916. By the mid-20th century, the need for secretaries was great and offices and organizations featured large secretarial pools. In some cases the demand was great enough to spur secretaries being recruited from overseas; in particular, there was often a steady demand for young British women to come to the U.S. The holiday caught on, and during the fourth week of April is now celebrated in offices all over the world. Contemporary employment[edit] In a business, many job descriptions overlap. However, while administrative assistant is a generic term, not necessarily implying directly working for a superior, a secretary is usually the key person for all administrative tasks, and often referred to as the "gate keeper". Other titles describing jobs similar to or overlapping those of the traditional secretary are Office Coordinator, Executive Assistant, Office Manager and Administrative Professional. A good command of the prevailing office language and the ability to type is essential. At higher grades and with more experience they begin to take on additional roles and spend more of their time maintaining physical and electronic files, dealing with the post, photocopying, emailing clients, ordering stationery and answering telephones. Executive assistants are available for contact during off hours by new electronic communication methods for consultations. The largest difference between a generalized secretary and skilled executive assistants is that the executive assistant is required to be able to interact extensively with the general public, vendors, customers, and any other person or group that the executive is responsible to interact with. As the level that the executive interacts with increases so does the level of skill

required in the executive assistant that works with the executive. Those executive assistants that work with corporate officers must be capable of emulating the style, corporate philosophy, and corporate persona of the executive for which they work. University courses economics , modern languages , and office administration offer great preparation for the position. As such, a four-year degree is often preferred and a two-year degree is usually a requirement. Another option is to get a professional certification from a national association. In many organizations, an executive assistant is a high-ranking position in the administrative hierarchy. Executive assistants work for a company officer or executive at both private and public institutions , and possess the authority to make crucial decisions affecting the direction of such organizations. As such, executive assistants play a role in decision-making and policy setting. The executive assistant performs the usual roles of managing correspondence, preparing research, and communication, often with one or more administrative assistants or scheduling assistants who report to him or her. An executive assistant differs from an administrative assistant a job which is often part of the career path of an executive assistant in that they are expected to possess a higher degree of business acumen, be able to manage projects, as well as have the ability to influence others on behalf of the executive. Department of Defense , the title of military assistant MA or executive assistant EA is typically held by Army, Air Force, and Marine Corps colonels , lieutenant colonels , and senior majors and Navy captains , commanders and senior lieutenant commanders who are in direct support of the Secretary of Defense , Deputy Secretary of Defense and other civilian defense officials down to the level of a Deputy Assistant Secretary of Defense , as well as general officers or flag officers. Like their civilian counterparts, EAs are also a resource in decision-making, policy setting, and will have leadership oversight of the entire military and civilian staff supporting the civilian official, general officer, or flag officer. EAs are often interchangeable with other senior military officers of equivalent rank holding the title of chief of staff in other service organizations headed by a flag officer or general officer.

Chapter 3 : Executive Assistant To Ceo Resume Samples | JobHero

Executive Assistant Job Overview. Executive assistant jobs, also known as administrative assistant executive secretary jobs, involve supporting high-level executives within an organization.

In fact, many companies have other AAs or executive secretaries for such tasks, or the EA may also have an assistant who handles most phone calls and correspondence. When you think of an EA, think confidante, liaison and even executive stand-in. This involves more than penciling people into empty spaces. They serve as gatekeeper to all those who request a one-on-one because there will be far more requests than the calendar will hold. While the company will probably have capable secretaries and administrative assistants to handle much of the routine correspondence and documents, the EA may handle confidential and sensitive materials, as well as those that require analyzing before composing detailed responses. An EA is expected to act proactively and without much supervision, anticipating needs and following through. Neither tight nor long-term deadlines can shake them because they have two middle names: Education Requirements In some fields, EAs may only need to have a high school diploma and a certificate from a vocational school. English is also important because excellent written and verbal communication skills are necessary for the job. EA salaries can vary widely and depend on many factors. Smaller companies may not pay as well, although the salaries are still above average. They typically work in an office, with office hours of 8 a. But, those are just the official hours. High-level EAs may work pretty much the same hours as the CEO, particularly when preparing him for meetings or travel. They may travel for the job, too, especially if the CEO wants them to attend meetings or conferences with him. It takes years of experience to understand the working world and what the unique role of supporting a CEO entails. EAs often have 10 years of experience by the time they get to the top role. This could be at one company or they may find it more lucrative to move to jobs in other companies along the way. Job Growth Trend Jobs for lower-level assistants, such as executive administrative assistants, may begin to decline as companies ask executives to prepare their own correspondence and place their own phone calls. The Bureau of Labor Statistics anticipates a loss of over , such jobs by CEOs will always need their executive assistants, however.

Chapter 4 : What does an Executive Assistant do? (with pictures)

An executive assistant provides administrative support and clerical assistance to executive and director-level management within a company. The assistant typically helps schedule and manage the.

In many instances, your executive assistant resume will be used to fill a position that reports directly to a company executive. An executive assistant coordinates schedules, makes travel arrangements, contacts important business associates, and is often put in charge of coordinating large events on behalf of the executive staff. Your executive assistant resume must show that you can be extremely organized and reliable as well. To enhance your executive assistant resume, you should consider adding technical classes in typing, as well as training on computer productivity software. Many offices have updated to the latest hardware and software to make jobs easier and more productive. Pay Range The pay range for executive assistants begins at approximately 31, dollars per year at the entry level, and can go up to 74, dollars for experienced professionals. The structure of your executive assistant resume is extremely important in determining whether or not you get the job. Be sure to check out this helpful resume guide for more resume advice. Executive Assistant Resume Questions 1. What can you do to make your executive assistant resume stand out? Recruiters typically spend an average of six seconds reading the first words on the resume when deciding whether to interview a candidate. Making your executive assistant resume stand out can be a critical step toward getting the job. Directly under your name and contact information, consider using a summary statement, which summarizes your best attributes quickly as a type of second sales pitch the employer will likely read first. You should tailor each job you are applying for. Strategically place industry terminology and relevant skills throughout the document. If the potential employer uses an applicant tracking system, or ATS, it may scan for keywords. Using terms applicable to the job and industry can help your resume move you forward to the next step of the hiring process. How should you structure your executive assistant resume? When writing a resume, place the most important pieces of information above the fold in the paper to make it more likely the hiring manager will see those facts. Many recruiters prefer a chronological, or standard, resume format, which includes a summary, work history, educational background, and list of relevant skills. Make sure the format makes reading and organizing data easy for the reader. Use the executive assistant resume sample to view format, structure, and content. For extra help, create a personalized resume with our resume builder. How should you present software knowledge on an executive assistant resume? Rather than include software knowledge in a long list of loosely related skills, use headers to break up the topics and help the reader easily focus on those related to software. Subheadings can further define software skills if there are multiple types, such as programming languages and design skills. Reviewing our executive assistant resume sample provides the opportunity to see the effective presentation of software knowledge. How do you write an objective statement for an executive assistant resume? Rather than write an objective statement, many contemporary executive assistant resumes include a professional summary. An effective summary is a short two or three-sentence paragraph that describes who you are, who you serve, and how you help those you are serving. How many skills should you put on an executive assistant resume? Many executive assistant resume samples list seven to 10 skills. The skills should apply to the executive assistant job and help the reviewer understand your qualifications as they relate to performing required job functions. Include skills from the employment ad or job description. Avoid including basic skills that are widely known by most people or that would be an obvious skill for someone working that position, such as an ability to email. Include performance statistics if you excel in a skill, such as typing words per minute. What skills and qualities does a successful administrative assistant possess? Here are some skills and qualities that successful administrative assistants possess. Consider adding the ones you have to your resume:

Search Executive Assistant jobs. Get the right Executive Assistant job with company ratings & salaries. 29, open jobs for Executive Assistant.

Keeping an eye on staff members, including administrative assistants Here is an example of an executive assistant job description from [www](#). Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries. Maintains customer confidence and protects operations by keeping information confidential. Completes projects by assigning work to clerical staff; following up on results. Prepares reports by collecting and analyzing information. Secures information by completing database backups. Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Contributes to team effort by accomplishing related results as needed. Executive Assistant Salary According to [www](#). Keep in mind, this can vary based on years of experience and where one lives, just like any other job position. How to Become an Executive Assistant To become an assistant, consider getting a degree in business or a related field such as administrative support or office management. At minimum, executive assistants usually have a 4-year degree, but some executive assistants work up from being an administrative assistant, or receive a certificate or degree from a two-year program. When working for larger companies, however, one might need multiple years of experience as an executive assistant to be considered for the position. In addition, executive assistants may need knowledge in the field which they plan to work in. For example, if they are planning on being an executive assistant in a legal environment, they must be familiar with legal terminology and procedures. Tips for an Executive Assistant Looking for executive assistant organization tips? These tips will increase your organization. This can get overwhelming with so many emails flowing. You probably have accepted that reaching inbox zero is nearly impossible, however there are other options to defeat this challenge, and simplify that inbox! Priority Matrix a tool that allows you to simplify your inbox. Consider organizing emails in a quadrant based template with the four quadrants labeled: Requiring Reply “ It is critical that you give these emails your utmost attention. Replies “ You need to reply to these emails eventually, but you have bigger priorities for the time being. It is recommended that you put a due date on these emails so you do not forget about them as they are still significant. Follow-Ups “ Set due dates for when to follow-up with these emails as these tend to slip through the cracks. Set due-dates on these as well. The email template looks as followed: Priority Matrix , is a quadrant based project management solution that allows you to easily drag and drop your emails into the above quadrants from your Outlook email. From there, you can: Set a due date so you know when to reply to that email or complete that task listed in the email. Delegate the email to an executive or team member if they are involved, or you want them to take over. Use task icons to determine which emails are the most important. Here is how this would look in Priority Matrix: Before stepping out of the office, create a to-do list of tasks that you need to focus on tomorrow while everything is fresh in your head. The extra minutes you spend to do this will certainly pay off when you enter the office in the morning because you will have a good idea where you stand. This ensures that you do not waste any time because you know what is a top priority and what needs your focus first. Take 5 minutes to think about what results you need to achieve today. THEN, consider what tasks will help you get there. At this point, revise your to-do list from the night before making sure each of your tasks on there are in the right place. Use a tool To stay organized, consider using an online platform or project management software to keep you as well as your team in the loop. A wonderful project management solution for executive assistants is Priority Matrix , the same tool listed in tip 1 to assist with your emails. In Priority Matrix, you can keep track of tasks, emails, and documents all in one place. In addition, you can read detailed

reports so that you can make sure that your team is on track, or that your team is not making progress so that you can step in right away. Here is how you can use Priority Matrix with your executive: If there are any questions, you can chat within the task so you can quickly reference it later. No more confusing email threads or miscommunication about responsibilities! When you get an email from your executive, you can drag and drop it into your Priority Matrix email template so you do not lose track of it, helping you manage your emails more efficiently. Generate a report of everything you finished each day so your executive understands exactly what has been accomplished. Manage your time better using our prioritization templates, or create your own. Make your executive happy and be a super performer! You can also increase overall organization because everything is in one place. Your boss has an important call tomorrow? Want to see if anything important is going on tomorrow or the following week? Keep a Database Keep good records of a variety of places, such as hotels and restaurants, that your executive has been to in the past. This way if your executive is looking for a place to stay in the L. You can keep track of this information in an Excel spreadsheet, Microsoft Access, or even Priority Matrix. Executive Assistant Skills Communication Skills: Excellent written and verbal communication skills are critical in this field whether speaking on the phone, writing an email, or voicing an opinion. One must be able to prioritize to determine where time is best spent not only for their position, but for the executive they work for. With files and information floating everywhere, one must be able to develop a strategy to keep everything in its place. With so much going on, it is likely you will have to attend to multiple tasks at once. Plans, strategies, and schedules change â€” it is your job to react quickly and be resilient, finding the best alternatives when these changes arise. Possessing independence to get your own job done, ensure that your executive is on track, as well as the team members that you supervise. Your mind should be thinking far into the future so you can step in when needed. The little things really matter â€” typos, schedule changes, and even the minute info about how the executive needs to dress for an upcoming marketing meeting â€” so you must have an eye for even the tiniest details. An Executive Assistant should have knowledge about prioritization software, presentation software, graphics software, Microsoft office, etc.

Chapter 6 : Executive Assistant Salary | PayScale

What is an Executive Assistant? Executive assistants manage the boss's calendar, coordinate meetings and take messages, but executive assistants are also tasked with providing high-level.

Adorable animal families that will make you "aww" An executive assistant devotes his or her career to aiding a corporate official, usually by providing a combination of professional advice and administrative support. While the responsibilities associated with the work vary depending on the culture that prevails in a given company, there are a few basic tasks that all assistants perform. Most of these are related to secretarial work, scheduling, and contacts management. Many executives treat their assistants as their go-to people for ideas, recommendations, and confidential help, and they assist with everything from photocopying to press briefings.

Hierarchy Companies with executive assistants typically assign one assistant per executive. The assistant is responsible for handling tasks that are delegated by the executive who serves as his or her immediate supervisor. Executive assistants typically answer to only their named superior. Anything that the executive needs done, the assistant does. They may accompany their executive to business meetings, and are in charge of knowing details on other attendees.

Ad Clerical Duties Not everything about the job is as glamorous as travel and high-profile meetings. This includes mail, inter-office correspondences, and basic filing. The assistant may also be called upon to manage a calendar, keeping track of meeting times, official appointments, and important contacts.

Management Requirements Depending on the structure and size of the company, an executive assistant may have one or more assistants of his or her own to help with the workload. These are typically secretaries or more entry-level clerical associates. The executive assistant is usually responsible for managing their tasks, and delegating assignments to them as required. In most cases, the corporate executive has little to no say over the secretarial structure his or her assistant sets up.

Training and Experience Securing an executive assistant job typically requires a combination of training and practical experience. In general, executives expect their assistants to be experts in company policies and procedures as well as proficient with basic office functions. It is not unusual for an employee to become an executive assistant after working in another position within the company structure. Many lower level secretaries, for instance, advance to executive assistant status after several years of strong job performance. Most companies prefer that assistants hold a degree of some type. Coursework in management, human resources, or even sociology can be beneficial, but usually simply holding a degree in something is enough. Corporate hiring managers often view college education as more a mark of prestige and overall intellect than as a source of specific job-related knowledge. This is not to say that a college degree is required to become an executive assistant, however. In many cases, experience is more important than formal education. While it may be hard to get hired on at the executive level immediately after high school, someone with only a high school diploma who has spend a number of years working as a member of support staff in a corporate setting may be the most compelling candidate. Companies are often more interested in how well a candidate can perform the job than the schools named on a resume.

Prestige and Benefits Executive assistants are usually considered somewhat elite, at least when it comes to support staff. They tend to have privileges not shared by other administrative assistants, both in terms of resources and salary. In some companies, an executive assistant with a long tenure may be eligible to participate in pension programs or other perks not available to employees in lesser positions.

Relationship to Personal Assistants In some cases, executive assistants may also perform certain personal duties, such as picking up dry cleaning or making vacation arrangements for a family pet. These are not normal job obligations, however. Most of the time, these sorts of non-office jobs are the tasks of a personal assistant. It can be easy to confuse personal and executive assistants, though the work that they do is technically distinct. A personal assistant, on the other hand, is usually responsible for helping an important person organize his or her life generally, both personally and professionally.

Chapter 7 : Executive Assistant Jobs, Employment in Washington, DC | calendrierdelascience.com

DOWNLOAD PDF EXECUTIVE ASSISTANT

An executive assistant is more than an administrative assistant who works for an executive. The job of EA to the CEO is a complex, multi-faceted support role. It requires independent thinking, initiative, good communication skills and the ability to work with a variety of people.

Chapter 8 : What is executive assistant? definition and meaning - calendrierdelascience.com

This Senior Executive Assistant job description template is optimized with administrative duties and is ready to post on online job boards. Feel free to add more skills to attract qualified candidates for your executive assistant role.

Chapter 9 : How To Be A Successful Executive Assistant: Tips, Tricks, and More!

The duties of an executive assistant may vary greatly from one company to another. The precise job description for this type of position is based on the structure of the company where the person is employed and the support needs of the executives the individual is assisting. Responsibilities.