

# EXECUTIVE ASSISTANT

An executive assistant provides support to the Chief Executive Officer (CEO) or President of the company performing planning, coordination, scheduling and secretarial activities on their behalf.

## WHAT RESPONSIBILITIES WILL I HAVE?

- Act as a personal assistant and confidential secretary
- Perform secretarial tasks with a high level of competence, inclusive of personal correspondence
- Attend regular meetings and record resolutions
- Manage travel arrangements, business schedules and appointments
- Communicate with other senior management as required and act on the executive behalf in routine matters requiring immediate attention
- Organize all report and filing methods and procedures, and may participate in other functions such as public relations, accounting and personnel
- Prepare meeting schedules including coordinating itineraries, compiling materials, organizing annual meetings and reconciling expense reports
- Compose and prepare correspondence, such as staff notifications, Board minutes, and all messages from the CEO
- Update and facilitate notifications pertaining to the CEO and internal Executive team such as biographies, new hire welcome announcements, organizational changes, and business contacts
- Communicate on behalf of the CEO with good judgment and articulate with a clear understanding of the company mission
- Provide a bridge for smooth communication between the CEO's office and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management staff
- Work closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO well informed



## WHAT EDUCATION & TRAINING IS REQUIRED?

An associate's or bachelor's in business administration is beneficial but not required

## THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, English, computer courses, business courses

## TYPICAL EMPLOYERS

Any agricultural company or organization

## FUTURE JOB MARKET/OUTLOOK



## SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- Association of Executive and Administrative Professionals
- National Executive Assistant Association

## AVERAGE ANNUAL FULL-TIME SALARY

\$53,000