

Chief Executive Assistant (CEA) Job Description

Position Overview: The Chief Executive Assistant (CEA) plays a pivotal role in supporting the executive team, particularly the CEO or other senior leaders, in their daily tasks and responsibilities. The CEA serves as a trusted advisor, providing high-level administrative and organizational support to ensure the smooth and efficient operation of the executive office. This role requires excellent communication, organizational, and problem-solving skills, as well as the ability to manage complex schedules, handle sensitive information, and interact with key stakeholders.

Key Responsibilities:

1. Executive Support:

- Provide comprehensive administrative support to the CEO and senior leadership team, ensuring their schedules, communications, and meetings are managed efficiently.
- Act as the primary point of contact for internal and external stakeholders, representing the executive office with professionalism and discretion.
- Coordinate and manage executive calendars, including scheduling meetings, appointments, and travel arrangements.
- Prepare and review documents, reports, presentations, and correspondence on behalf of the executive team.

2. Communication & Liaison:

- Facilitate communication between the executive team and other departments, ensuring timely and effective information flow.
- Handle confidential and sensitive information with discretion, maintaining high levels of confidentiality and integrity.
- Screen and prioritize emails, phone calls, and inquiries directed to the CEO or senior leadership team.
- Draft and manage routine correspondence, memos, and reports on behalf of the executive office.

3. Meeting Coordination & Preparation:

- Organize and coordinate internal and external meetings, including preparing agendas, presentations, and materials for discussions.
- Take minutes during meetings, summarizing key discussions and action items for follow-up.
- Ensure that all meeting arrangements, including location, technology, and materials, are prepared in advance.
- Follow up on action items and ensure timely completion of tasks or deliverables.

4. Travel & Event Coordination:

- Arrange travel logistics for the CEO and executive team, including flight bookings, hotel accommodations, and transportation.
- Prepare detailed itineraries and ensure that travel and event schedules align with executive priorities.
- Coordinate company events, conferences, and business trips, ensuring all arrangements are seamless and professional.

5. **Project Management & Special Initiatives:**
 - Assist in managing special projects or initiatives as directed by the CEO, including research, reporting, and coordinating resources.
 - Support the implementation of strategic initiatives by tracking progress, setting deadlines, and ensuring effective execution.
 - Act as a project manager for ad-hoc requests, ensuring smooth execution and providing regular updates to stakeholders.
6. **Office Management & Workflow Optimization:**
 - Ensure the efficient functioning of the executive office by maintaining office supplies, coordinating administrative support, and managing office space.
 - Develop and implement processes to improve workflow, increase efficiency, and streamline administrative tasks.
 - Manage documents and records, ensuring they are organized and easily accessible for the executive team.
7. **Relationship Management:**
 - Build and maintain relationships with key internal and external stakeholders, including clients, partners, board members, and vendors.
 - Coordinate the logistics for board meetings, including preparing board packets, taking meeting minutes, and following up on action items.
 - Represent the executive team at internal and external events as needed.
8. **Confidentiality & Discretion:**
 - Maintain the highest level of confidentiality regarding company information, internal matters, and sensitive topics discussed with the executive team.
 - Exercise sound judgment when dealing with confidential issues or high-stakes situations.

Key Skills & Qualifications:

- **Education:** Bachelor's degree in Business Administration, Communications, or a related field preferred.
- **Experience:** At least 5–7 years of experience in executive support, administrative assistance, or office management, with at least 2–3 years working in a senior-level administrative role.
- **Organizational Skills:** Exceptional ability to manage multiple tasks and priorities in a fast-paced, dynamic environment.
- **Communication:** Strong verbal and written communication skills, with the ability to interact professionally with executives, clients, and stakeholders at all levels.
- **Problem-Solving:** Strong problem-solving skills and the ability to handle challenging situations with diplomacy and discretion.
- **Time Management:** Excellent time management skills and the ability to prioritize tasks and meet deadlines effectively.
- **Tech-Savvy:** Proficient in office productivity tools (Microsoft Office Suite, Google Workspace, etc.), scheduling tools, and other office software.
- **Discretion & Integrity:** Ability to handle sensitive and confidential information with professionalism and integrity.

- **Attention to Detail:** High attention to detail and accuracy in managing communications, schedules, and documents.
- **Flexibility & Adaptability:** Comfortable with a fast-paced work environment and able to adapt to changing priorities and demands.

Work Environment:

- The Chief Executive Assistant typically works in an office environment but may be required to travel for events or business meetings as needed.
- Close collaboration with senior leadership, cross-functional teams, and external partners is expected.
- The role may require after-hours availability depending on the needs of the CEO or executive team.

Compensation:

- Competitive salary based on experience, along with a benefits package that may include health insurance, retirement plans, and other company perks.

This job description provides an overview of the Chief Executive Assistant role but may evolve based on the specific needs and growth of the organization.