

Admin Executive Job Description template

Admin Executive Job Description Template/Brief

We are seeking a detail-oriented Admin Executive to join our team. The Admin Executive will support day-to-day operations by managing administrative tasks and ensuring efficient office operations. The ideal candidate should have strong organizational skills and the ability to multitask effectively.

Admin Executive Job Profile

An Admin Executive plays a key role in maintaining smooth administrative operations within the company. They handle a range of tasks including scheduling, communication, and document management. This role requires excellent time management skills and attention to detail.

Reports To

The Admin Executive typically reports to the Office Manager or Operations Manager.

Admin Executive Responsibilities

- Manage and organize office files and documents.
- Coordinate meetings and schedule appointments.
- Handle incoming calls, emails, and other communications.
- Assist in the preparation of reports and presentations.
- Maintain office supplies and ensure proper stock levels.
- Support the HR department with onboarding procedures.
- Coordinate travel arrangements for staff and executives.
- Oversee office maintenance and liaise with facility vendors.
- Provide general administrative support to the team as needed.

Admin Executive Requirements & Skills

- Proven experience as an Administrative Executive or similar role.
- Strong organizational and multitasking skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.
- High school diploma; additional qualifications as an Administrative Assistant or Secretary will be a plus.