

Executive assistant job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're looking for an executive assistant to support our [title], manage a complex calendar, prepare them for every meeting, and keep important work moving without being asked.

What you'll do

- Manage a complex, changing calendar and protect time for priority work.
- Prepare briefing materials, agendas, and background notes before meetings.
- Coordinate domestic and international travel, including visas and itineraries.
- Screen and prioritize emails, calls, and requests on the executive's behalf.
- Prepare board and leadership team materials and track follow-ups.
- Handle confidential information with complete discretion.
- Plan offsites, events, and leadership meetings.
- Build strong relationships with other executives, assistants, and outside partners.

What you'll need

- Five or more years supporting senior leaders.
- Excellent written communication and judgment.
- Advanced skills in [Microsoft 365 or Google Workspace] and video meeting tools.
- Proven ability to handle sensitive information discreetly.

Nice to have

- Bachelor's degree.
- Experience supporting a CEO or C-suite in a [industry] company.
- Experience with board portals and expense systems.

Skills

Anticipating needs, Discretion, Prioritization, Stakeholder management, Writing, Event and travel planning.

Physical demands and work environment

Office or hybrid setting, with occasional evening availability for time-sensitive requests and some travel with the executive.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$36.82 (BLS OEWS, May 2025, SOC 43-6011, Executive secretaries and executive administrative assistants).
- Median annual equivalent: \$76,590 (hourly median x 2,080 hours).
- Mean annual wage: \$79,140.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

Executive assistants can qualify for the administrative exemption when they support a senior executive and are delegated authority to make decisions on matters of significance, a situation the DOL regulations specifically describe. EAs who mainly schedule and route mail, even for a CEO, are often nonexempt. Whichever you choose, make sure the salary meets federal and state thresholds and the actual duties back up the classification.

How to customize it

- Name the executive's title and the size of the team.
- Say what decisions the EA can make without asking.
- Be honest about after-hours expectations.
- State whether the role is exempt or hourly.

Interview questions

1. How do you decide what gets on your executive's calendar and what doesn't?
2. Tell me about a time you prevented a problem before your executive knew about it.
3. How do you handle a request from another leader that conflicts with your executive's priorities?
4. What would you include in a briefing note for a first meeting with a new client?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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