Executive Support VA Services Overview

1. Calendar & Schedule Management

• Manage complex calendars for executives

• Coordinate appointments, meetings, and events

• Handle rescheduling, cancellations, and time-zone coordination

• Protect the executive's time through prioritization and gatekeeping

2. Email & Communication Management

• Monitor, organize, and triage inboxes

• Draft, send, and respond to emails on behalf of the executive

• Flag urgent messages and follow up on pending ones

• Prepare internal and external communication

3. Meeting Preparation & Follow-up

• Prepare agendas, talking points, and briefing documents

• Collect data or summaries for the executive

• Take meeting minutes and track action items

• Ensure follow-up tasks are completed

4. Travel Planning & Logistics

• Arrange flights, accommodations, and transportation

• Develop detailed travel itineraries

• Handle last-minute travel changes

• Process receipts and manage travel expenses

5. Project & Task Management

• Manage small projects or delegated tasks

• Track deadlines and deliverables

• Maintain checklists and dashboards

• Coordinate across teams 6. Documentation & File Management

• Create and organize digital files and reports

• Maintain contracts and confidential documents

• Prepare spreadsheets, slide decks, and proposals

7. Research & Information Gathering

• Conduct market or client research

• Summarize findings concisely

• Compile data for decision-making

8. Personal Assistance (if requested)

• Manage personal appointments or reservations

• Handle gift purchases and event planning

• Track renewals and subscriptions

9. Vendor, Client & Stakeholder Coordination

• Serve as liaison for the executive

• Coordinate with vendors, partners, or clients

• Manage sensitive communications

10. Administrative & Operational Support

• Create standard operating procedures

• Assist with HR tasks such as interview scheduling

• Update CRM systems

• Support invoicing and basic bookkeeping Soft Skills Required

• High discretion and confidentiality

• Excellent communication skills

• Attention to detail

• Strong prioritization abilities

• Proactive problem solving

• Tech-savviness