

TOP 10 SKILLS OF AN EFFECTIVE EXECUTIVE ASSISTANT TO THE CAO

Behind every successful boss is an exceptional Executive Assistant. Acting as the gatekeeper and problem solver, your responsibilities go way beyond the basics. You do everything to make your boss successful. The more effective the Executive Assistant, the more effective the CAO...and the more effective the organization, Council, and the community.

Download a copy of “**CAMA's Toolkit for the Effective Executive Assistant to the Chief Administrative Officer**” to see tips on office and leadership skills, political acumen tools, best practices on building relationships and a network, exercising self-care, and how to adapt to new leadership – just to name a few. There are also “words of wisdom” from Executive Assistants across the country, along with some case studies of real-life scenarios, downloadable resources, and links to additional materials.



The Top Ten Skills of an Effective Executive Assistant to the CAO

- 1 Excellent Communication
- 2 Organizational Skills & Multi-tasking
- 3 Time Management
- 4 Detail Oriented
- 5 Technology Savvy
- 6 Proactive Critical Thinking
- 7 Adaptability in a Changing Environment
- 8 High Level of Confidentiality, Trust & Integrity
- 9 Diplomacy and the Ability to Perform Under Pressure
- 10 Professionalism