

# Executive Assistant

Responsible for supporting the Executive team by balancing multiple leaders and associates with travel and scheduling needs while handling details that are confidential, critical in nature and time sensitive. Provide diverse range of technical assistance in preparing reports, compile data and problem solve.



## Foundational Roles

- Prior External Retail Experience
- Communications
- Department Specialist
- Administrative Assistant

## Promotional Roles

- Communications Coordinator



ALBERTSONS COMPANIES