Key Performance Indicators for an Executive Assistant to the Vice President of Operations:

1. Calendar Management Accuracy: Measure the accuracy of scheduling appointments, meetings, and events on the VP's calendar. This KPI can be assessed by tracking the number of conflicts, missed appointments, or last-minute changes.

2. Meeting EfficiencyEvaluate the efficiency of meetings organized by the executive assistant. This can include KPIs such as the percentage of meetings starting and ending on time, meeting attendance rates, and satisfaction surveys from meeting participants.

3. Travel Management Performance: Assess the executive assistant's ability to efficiently handle travel arrangements for the VP. KPIs may include the percentage of travel bookings completed within budget, travel itinerary accuracy, and feedback from the VP regarding the quality of travel arrangements.

4. Communication Effectiveness: Measure the effectiveness of communication facilitated by the executive assistant. This can be assessed through KPIs such as response time to emails and phone calls, accuracy of written correspondence drafted by the assistant, and feedback from stakeholders regarding communication quality.

5. Task Prioritization: Evaluate the executive assistant's ability to prioritize tasks and manage the VP's workload effectively. KPIs may include the percentage of urgent tasks addressed promptly, completion rates for assigned tasks, and feedback from the VP regarding task prioritization.

6. Confidentiality Compliance: Measure the executive assistant's adherence to confidentiality policies and procedures. KPIs may include the number of incidents involving breaches of confidentiality, completion rates for confidentiality training, and feedback from the VP regarding the assistant's handling of sensitive information.

7. Project Support Performance: Assess the executive assistant's support for projects led by the VP of Operations. This can include KPIs such as project milestone achievement, completion rates for tasks assigned to the assistant, and feedback from project team members regarding the assistant's contribution.

8. Adaptability and Flexibility: Evaluate the executive assistant's ability to adapt to changing priorities and handle unexpected challenges. KPIs may include feedback from the VP regarding the assistant's responsiveness to changing needs, handling of unexpected situations, and overall flexibility.

9. Professional Development: Measure the executive assistant's commitment to professional growth and development. KPIs may include completion rates for relevant training and development programs, participation in industry events or networking opportunities, and feedback from the VP regarding the assistant's continuous improvement.

10. Overall Satisfaction: Assess the overall satisfaction of the VP of Operations with the support provided by the executive assistant. This can be measured through regular performance reviews, feedback surveys, or one-on-one discussions between the VP and the assistant.