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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | EXECUTIVE SECRETARY | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of an executive secretary consists of providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to give full attention to what other people are saying, and to actively look for ways to help people; * Ability to adjust actions *in re*lation to others' actions, and to manage one's own time and the time of others. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. | | | | |
| TASKS: | | * Answer and direct phone calls to appropriate parties or take messages; * Attend meetings to record minutes; * Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors; * File and retrieve corporate documents, records, and reports; * Greet visitors and determine whether they should be given access to specific individuals; * Make travel arrangements for executives; * Open, sort, and distribute incoming correspondence, including faxes and email; * Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work; * Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software; * Read and analyse incoming memos, submissions, and reports to determine their significance and plan their distribution. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |