|  |
| --- |
| **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. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |