

## **Administrative Secretary**

### **SUMMARY:**

Assists the organization's key executives by providing all required secretarial services and relieving them of routine -- although often highly confidential and/or sensitive in nature -- administrative duties. Uses own discretion as to work procedures and is required to be tactful when dealing with difficult personalities.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by executive.
- Takes dictation in shorthand or by machine and transcribes notes on word processor, or transcribes from voice recordings.
- Organizes the production and distribution of correspondence for senior managers and Board of Directors.
- Greets visitors, ascertains nature of business, and conducts visitor to appropriate person.
- Arranges travel schedule and reservations for senior executives
- Compiles and produces reports for executives, often with the assistance of secretarial support staff.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)