

TITLE: ADMINISTRATIVE SECRETARY
SECTION: As appointed
REPORTS TO: Executive Assistant

#135

SUMMARY

Under the general supervision of the Executive Assistant, or designate, provides secretarial services.

DUTIES

1. Provides secretarial services to the Executive Assistant, including preparing correspondence, drafting routine responses, including that of a confidential nature.
 2. Photocopies and distributes miscellaneous documents.
 3. Sets up meeting rooms, including the ordering of meals and related supplies, as required.
 4. Operates standard office equipment, including a personal computer, photocopier, fax and calculator, providing first line maintenance as required.
 5. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - Secretarial certificate, two years related experience.
 - Knowledge of all Microsoft Office products in a Windows environment.
 - Minimum keyboarding speed of 60 cwpm.
 - Ability to operate standard office equipment, including a personal computer, photocopier, scanner and fax machine.
 - Excellent organizational, interpersonal and communication skills.
 - Excellent grammar, spelling and punctuation skills.
 - Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines.
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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