Downloaded from <https://www.velvetjobs.com/job-descriptions/admin-secretary>

# Example of Admin Secretary Job Description

Our company is looking to fill the role of admin secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admin secretary

* Management of iD8 conference room space
* Phone coverage for other admin staff to cover lunch & breaks
* May transcribe highly technical anatomic pathology dictation from sound recording equipment (including gross description, microscopic diagnosis and autopsies)
* To write up Paediatric Reports following the examination of clients, based on Dictaphone recordings submitted, in a timely manner based on contractual obligations
* To liaise closely with the NHS Paediatric Clinical Lead Doctor and team, and attend team meetings when appropriate
* To support the PSSC with general administrative organisation, maintaining files and other data recording systems, producing monthly data reports
* To maintain effective work systems, ensuring that all correspondence and documentation is dealt with in a professional manner and meets audit requirements
* To document clearly any safeguarding concerns, complete any relevant risk assessments and liaise with the manager where needed
* To attend peer supervision sessions
* The Administrative Assistant is able to support all functions of the Executive office which includes performing highly diversified administrative duties

## Qualifications for admin secretary

* Completion of a Medical Assistant Program required Five years of Medical Assistant or related experience may be considered in lieu of completing the Medical Assistant Program and No experience required
* Candidate must have experience managing phones and calendars
* Understands and willing to adhere to the look and dress code
* Associates degree or higher, 5+ years of strong secretarial experience managing multiple phones, calendars
* Prior experience as a secretary supporting administrative requirements at the mid- to- upper management levels of an office
* Medical Secretarial skills and audiotyping