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

# Example of Admin Secretary Job Description

Our company is growing rapidly and is looking to fill the role of admin secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admin secretary

* Provides technical support for Senior Leadership
* Typing reports, minutes, e-mails, letters, faxes
* Manage phone calls and pages into/out of Emergency Department
* Physician offices
* Radiology Reports
* Lab Results, Critical Values
* Messages regarding specimen needs from lab
* Residents from all specialties
* Hospital Transfer centers
* Ambulance transfer office

## Qualifications for admin secretary

* Associates degree, or two years of college-level office/business administration course work required
* Good interpersonal skills required in order to communicate effectively with internal and external callers and visitors and provide information (often of a sensitive or highly confidential nature) with courtesy and tact
* Good analytical skills necessary in order to handle complex administrative details
* The ability to prioritize and manage multiple functions preferred
* A minimum of five years secretarial/administrative assistant experience required, including three years at an executive level
* Performs general secretarial duties including answering the telephone, scheduling appointments, checking in patients for clinic, and back up for medical secretary and Transplant Institute Associate