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# Example of Admin Secretary Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of admin secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admin secretary

* On Call Hospitalists and Private Physicians
* Resident schedules
* Sub-specialty schedules
* Maintaining logs
* Stroke Alert log
* Cath lab log
* Ambulatory clinic schedule book
* Death Certificates
* Restraint Forms
* Needlestick (occupational exposure) cases

## Qualifications for admin secretary

* Outstanding organizational, written, and oral skills
* Ability to design and develop creative and effective text/graphical presentations, and project documents
* Must be detail oriented with strong follow through skills
* Must have a calm, professional manner with ability to work efficiently and effectively in pressure situations
* Must also have ability to utilize and communicate confidential information in a discreet manner
* Requires a high school diploma or equivalent and related secretarial/administrative work experience