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# Example of Administrative Secretary Job Description

Our company is hiring for an administrative secretary. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrative secretary

* Hire/manage 4 student building monitors
* Provide back-up to Admin
* Receive and screen all calls for the Network Associate Executive
* Make appointments and set up meetings for the AED
* Maintain AED calendar
* Type memorandums, letters, and reports
* Open and screen mail
* Maintain purchase orders log book and order all necessary supplies and equipment through I-Procurement Suite / Ecommerce
* Complete and compile departmental time sheets, including agency personnel
* Maintain attendance profiles of HIM Employees

## Qualifications for administrative secretary

* Create the monthly schedule to ensure coverage for weekends and holidays
* Providing clerical and secretarial support to assigned areas and acts as a resource for area operations
* Answering, screening, and responding to telephone calls
* Taking concise message and responding as requested
* Reviewing inter-departmental and postal service mail
* Serving as the primary point of contact/liaison with the community, students, faculty and staff to handle a variety of inquiries on behalf of the Office of Student Rights and Responsibilities