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# Example of Confidential Secretary Job Description

Our company is growing rapidly and is hiring for a confidential secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for confidential secretary

* Excellence skills of Computer & Communication skills in English (Both written & oral)
* Graduation from an accredited program in secretarial studies plus three (3) years of full time secretarial experience
* Proof of HS Graduation (Diploma or GED)
* With atleast 1 year experience as a secretary
* Tech-savvy with a keen eye for details
* Self starter, team builder and a goal-oriented individual

## Qualifications for confidential secretary

* Banner (HRIS) experience
* PageUp Applicant Tracking System experience
* This position is available on a local package only
* Myanmar Citizen Only (Local Package)Talented for Recruitment
* High interest of Employee Relations
* Eager to work multi-tasks