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# Example of Confidential Secretary Job Description

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

## Responsibilities for confidential secretary

* Maintains appointment books for meetings, patients, travel
* Orders office and clinical supplies as requested
* Maintains established hospital/departmental/unit policies, procedures, objectives, quality assurance, safety, environmental and infection control
* Attends meetings as required, including in-service meetings
* Two to three years prior experience as a secretary
* Performs as confidential secretary in Department of OB/GYN administrative office

## Qualifications for confidential secretary

* Tactful and sensitive to employee needs
* Local package offered
* Performs a variety of secretarial duties under direct supervision, in any assigned department or nursing unit
* Answers telephone, screen calls, takes messages and provides information according to established policies
* Types correspondence, memos, reports, minutes
* Proof typed materials, makes corrections and recommends changes