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# Example of Construction Secretary Job Description

Our company is growing rapidly and is hiring for a construction 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 construction secretary

* Handle all phone calls and mail, screening as appropriate to ensure manager’s time is used efficiently
* Ensure that the production of typing, including Board Reports, photocopying and faxing is accurately presented in a professional style and is in line with company procedures
* Arrange meetings and seminars, ensuring as appropriate that participants have all relevant papers in advance
* Provide accurate data for reporting purposes
* Answer telephones, direct calls to the appropriate personnel or answer inquiries and transmit instructions
* Receive orders/products shipped to department, check contents against packing slip and return verified packing slip to designated staff
* Maintain appropriate levels of materials and supplies for department and order according to college purchasing procedures
* Initiate and/or collect appropriate paperwork from or on behalf of students, faculty, staff and community and handle appropriately and in a timely manner
* Contribute to the development of various materials for the department

## Qualifications for construction secretary

* Experience as administrative secretary preferred
* Good verbal communicator, with professional interpersonal skills
* Ability to work well under pressure and maintain focus with frequent interruptions