Downloaded from <https://www.velvetjobs.com/job-descriptions/executive-secretary>

# Example of Executive Secretary Job Description

Our company is looking for an executive secretary. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive secretary

* Makes referrals to appropriate staff or provides requested information
* Record, transcribe and distribute minutes
* Assume other related responsibilities as needed
* Calendaring for two executives
* Transitioning meetings into the CEO office
* Interacting with members of the Board, senior leaders and physicians
* Monitor and understand radio sales bookings, radio program changes and how those changes affect client bookings
* Managing the Senior Director's calendar / meeting schedule
* Supporting the Revenue Cycle Controller and Senior Directors, when needed
* Answering / redirecting incoming telephone calls to the department

## Qualifications for executive secretary

* Ability to work with staff on a variety of levels
* Associate's Degree in Secretarial Science or equivalent
* Knowledge of Microsoft Office and telephone protocol
* Managing the department conference room calendar
* This is a contract to hire
* The candidate will be responsible for providing mid level secretarial and clerical services for the Administrator