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# Example of Executive Secretary Job Description

Our company is hiring for an executive 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 executive secretary

* Providing assistance with administrative processes associated with the department or function
* Performing miscellaneous clerical duties, including collating, sorting, faxing, filing, and distributing and retrieving documents and mail
* Compose correspondence, memos, and other related documents
* Develop and compile data and reports including charts, tables, graphs, and presentations relative to the operations and business objectives
* Manage administrative matters including but not limited to handling correspondence, issue resolution, calendar and schedule maintenance, travel arrangements, and recording/publishing meeting minutes
* Receive, screen, and route incoming phone calls
* Greet visitors in a friendly and professional manner
* Maintain records in a standard filing system
* Prepare and reconcile travel expense reports for Executive and management
* Prepare standard and ad-hoc reports as prescribed or requested

## Qualifications for executive secretary

* Microsoft Office/Suite proficient (Outlook, Word)
* Ability to accommodate a highly varied work schedule
* Good proficiency with all Microsoft Office products
* Ability to work independently the ability and willingness to work with and assist peers to ensure timely, efficient and consistent administrative support
* Associate's Degree in Secretarial Science and/or a related field
* A high degree of dexterity to produce materials on a PC, normal or corrected vision, requires extensive sitting and frequent data entry, ability to clearly communicate verbally by phone and in person