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# Example of Executive Secretary Job Description

Our growing 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

* Conduct day-to-day operational tasks such as photocopying, scanning, maintaining tracking systems, maintaining and updating hard copy and electronic office records, preparing mailings, routing materials, ordering supplies and letterhead, running errands
* Answer, screen, and route incoming calls in a professional manner
* Support various College committees (schedule meetings, take minutes and follow up on action items, create and maintain files, make travel and accommodation arrangements and plan itineraries for visitors, attend off-site meetings)
* Prepare, edit and distribute correspondence
* Builds relationships with key stakeholders, including Board members and the Executive Leadership Team, their executive assistants to ensure seamless administrative support
* Assist with and support colleague events as appropriate, such as leadership & executive, colleague events
* Input and update data into Oracle databases and other corporate systems to perform the above secretary assignments
* Organizes office operations and procedures for the efficient flow of work within the administrative office the integration of interdepartmental workflow and sequence
* May take and transcribe dictation, in addition to performing oftentimes advanced clerical and administrative duties
* Makes appointments, gives information and/or directs callers and opens mail, exercising judgment concerning priority

## Qualifications for executive secretary

* 2+ years of Administrative and/or Secretarial Support experience
* You desire to work as a true partner with the Executive and his team and anticipate needs
* May perform human resources type duties to include disseminating corporate and facility policies and procedures in addition to clerical duties related to employee performance, status changes, benefits enrollment and similar ancillary duties
* Minimum of five (5) years experience in a responsible administrative secretarial position or related field
* Proficient with general PC application software products (Microsoft Office suite)
* At least two years relevant college coursework with a preference for an Associate's Degree in Business Administration