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# Example of Office Secretary Job Description

Our growing company is hiring for an office 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 office secretary

* Provides administrative support for DoS Departments including Inclusion Initiatives & Cultural Competence, Transitions, and other departments
* Provides administrative support for DoS Deans and/or Directors in various departments
* File and maintain file system and current project assignment files
* Schedule meetings for the Director and staff
* Meet with the Director as needed to go over incoming mail and items collected for the Director’s signature/attention
* Coordinate a variety of tasks as requested
* The primary purpose of this position is to serve as the principle office assistant performing various administrative and clerical duties in support of the organization
* Performs other administrative and clerical work in support of the office/organizations
* Uses multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising databases or spreadsheets
* Prepares a wide variety of recurring and some nonrecurring correspondence, reports, and other documents and reviews and finalizes correspondence/documents prepared by others in handwritten or electronic drafts

## Qualifications for office secretary

* Understanding of the industry legislations/regulations and other legal norms
* Prior experience within the financial industry is preferred
* Demonstrate work prioritization skills
* A self-starter with the ability to lead and provide thought leadership in a cross-functional environment
* Ability to work in a high-performance culture, to work effectively under pressure, meet aggressive deadlines, and manage multiple and conflicting priorities
* Prefer six months to one year experience in an physician office setting