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# Example of Office Secretary Job Description

Our company is growing rapidly and is looking 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

* Follow up with students and faculty regarding questions regarding the application process
* Independently manages the calendars for Director and Deputy, Manpower, Personnel and Resources
* Manages travel arrangements for Director and Deputy Director, Manpower, Personnel and Resources
* Greets officials from external agencies, receives telephone calls from internal and external leadership, manages a variety of requests and ascertains the nature of the calls or visits
* Composes responses to non-technical correspondence, provides graphic support for briefings and other presentations, requests video and teleconference access information, organizes and coordinates materials and logistics for meetings
* Maintains a filing system, reviews correspondence for spelling and grammar, receives mail, maintains the store director's appointment calendar and serves as the forms manager
* Serves as the personnel liaison between the commissary and Human Resources Service Provider (HRSP) by generating requests, monitoring status and resolving employee personnel actions
* Performs in-processing functions for all new hires and reviews in-processing forms for accuracy and completeness
* Serves as the payroll liaison between the commissary and the Customer Service Representatives (CSR) to resolve payroll issues
* Procures, issues, controls, and disposes of supplies and equipment required for store operations

## Qualifications for office secretary

* Homestead AFB, FL
* Must meet time-in-grade requirements
* Or another electronic medical/dental recorded preferred
* Advanced English language and communication skills, both written and verbal fluency
* Highly effective and efficient administrative skills and abilities, including ability to develop and implement administrative systems to accomplish work
* Graduate degree in a relevant field such as a master’s degree in English, oral history, liberal arts, , with three-to-five years executive-level support experience, or a bachelor’s degree in a relevant field with at least five years executive-level support experience