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# Example of Project Secretary Job Description

Our innovative and growing company is searching for experienced candidates for the position of project 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 project secretary

* The Senior Administrative Assistant role supports a team, not limited to the following duties
* Receives and files project documentation, whether it is correspondence, specifications, drawings
* Requires discretion, confidentiality and detailed knowledge of the organisation’s operations, procedures and people
* Maintain the executive's special / strategic projects
* May have access to the executive's email accounts to schedule their appointments and answer or redirect routine enquiries from internal or external sources
* Activities may include preparing documents and presentation materials
* Completes simple paper filing activities
* May have oversight or supervisory responsibility over other junior level administrative/clerical personnel
* Maintains schedules of individuals or a large department
* Coordinates and processes general administrative work such as time sheets, vacation requests, supply requisitions

## Qualifications for project secretary

* Sound knowledge of modern office methods, procedures, practices and equipment, research methods and techniques
* You’ll manage the scheduling, preparation and administration of meetings including coordination of facilities, distribution of meeting materials, and archival of meeting materials
* You’ll complete expense reports for vice presidents, team managers, and associates as needed
* You will support your team with monthly client billing and expenses
* You will provide back-up support for other assistants within the consulting group
* High level of MS office skills and experience