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# Example of Project Secretary Job Description

Our innovative and growing company is looking to fill the role of project 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 project secretary

* May interface with clients, contractors and joint venture partners at a senior management level
* Composes basic correspondence at the direction of the Director or staff
* Coordinates and schedules appointment and travel plans for division personnel
* Responsible for providing administrative support to staff and assumes bookkeeping, reservations, and reception
* Makes meeting arrangements and prepares agenda
* Response to calls and passes to Manager or routes to appropriate individual, responds to inquiries from the public employees, other departments
* Coordinates with Document Controller for control of all technical documents (reports, procedures, drawings, specifications)
* Coordinates with project controls for control of all financial documents (invoices, insurance certificate)
* Has working knowledge and experience of using Microsoft SharePoint, including setting up of new libraries and lists
* Maintain the project archive in good order

## Qualifications for project secretary

* To take responsibility to complete tasks/projects successfully
* To have a flexible and positive approach towards change
* Internal and external communications are effectively managed to ensure the content is relevant and valued by the receiving party
* A flexible management style, which respects the people, you are working with
* Must have at least a secondary education in Office Management
* Minimum 3 years' experience in Project Administration