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# Example of Secretary IV-West Lafayette Job Description

Our growing company is looking for a secretary iv-west lafayette. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for secretary iv-west lafayette

* High level of organizational and management of details skills to manage frequent interruptions and meet deadlines with accuracy and efficiency
* Ability to work independently, self-directed and collaborate in a team environment
* Must possess a learning orientation to new and changing technology and software
* Two years of secretarial or clerical role in an office setting
* Excellent verbal, written communication and interpersonal skills, including proofreading and grammatical editing
* Excellent customer service with cooperative attitude

## Qualifications for secretary iv-west lafayette

* Proficiency in Microsoft Word, Excel, Outlook and Publisher
* Exceptional interpersonal and customer relations skills with the ability to screen, direct and refer inquiries, accurately
* Strong organizational skills with ability to efficiently multi task, handle frequent interruptions, meet deadlines with attention to accuracy and details
* Capable of taking initiative, identify and determine problems, assuming responsibility and handling confidential information with discretion and professionalism
* Two years of experience working in a clerical office role
* Excellent writing and communication skills, including proofreading