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# Example of Secretary IV-West Lafayette Job Description

Our innovative and growing company is looking for a secretary iv-west lafayette. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for secretary iv-west lafayette

* Good interpersonal/customer service skills with ability to influence and build successful working relationships among a diverse culture
* High-level organizational and time management, handle interruptions, manage multiple and varied tasks, meet deadlines, while providing accurate and effective attention to detail
* Motivated individual and able to use own initiative to prioritize
* Detailed and thorough to make sound ‎judgments, assume responsibility, maintain confidentiality with discretion
* Ability to work independently and collaborate effectively in a team environment
* Two years of office/clerical/secretarial experience

## Qualifications for secretary iv-west lafayette

* Interpersonal skills to interact with faculty, staff, students, alumni and company contacts
* Ability to handle interruptions, balance varied tasks, prioritizing work and work under pressures to meet established deadlines
* Strong organizational and time management skills with an emphasis on accuracy and attention to detail
* Creative, thorough and professional
* Must possess a valid US or Canadian Driver's License
* Proficient in Microsoft Word, Outlook, Excel and Internet