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# Example of Secretary Senior Job Description

Our company is looking to fill the role of secretary senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for secretary senior

* Manage stationary supplies
* Any other ad hoc secretarial/administrative duties
* Relief on reception as and when required
* Commitment to meeting tight deadlines
* Ability to use discretion and deal with sensitive information in a confidential and professional manner
* Desire to succeed and work hard
* Coordinate arrangements for internal and external meetings, and assemble appropriate material for meetings / conferences, using own judgment executives’ guidelines
* Provide efficient secretarial support - type and send out routine letters without superior's approval, prepare more complex correspondence for approval by superior
* To provide general secretarial support to Senior Members of the Compliance and Control Team in Hong Kong
* To prepare expenses claims and handle ad hoc travel arrangements and booking appointments

## Qualifications for secretary senior

* Flexible person who can be good at multi-tasking
* Willingness to learn and openness to take on new things
* Supportive and strong willingness to help others
* Ability to work both on day-to-day administrative topics and more comprehensive business support tasks
* Affinity with a front office / client business
* Strong communications skills and comfortable in dealing with internal and external client and stakeholders