Downloaded from <https://www.velvetjobs.com/job-descriptions/secretary-senior>

# Example of Secretary Senior Job Description

Our growing company is looking for a secretary senior. 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 secretary senior

* Provide ad hoc support to the partner’s wider team
* Providing cover for & assistance to other EAs when required
* Contact and coordinate with business unit/other department
* Arranging appointments and scheduling
* Request, prepare, and run Development and Alumni Relations reports, forms, and lists
* Monitor and follow-up on donor gift funding to IUF financial accounts
* Responsible for scheduling all rooms on campus with the ability to prioritize and resolve any conflicts
* Serve as the front desk/reception for students and guests of the Evansville center
* Organize and prioritize mail and files
* Coordinate and prepare grant materials

## Qualifications for secretary senior

* High School graduation or equivalent AND two years of increasingly responsible office experience involving occupational-level keyboarding/typing including transcription OR equivalent education/experience
* Experience with the Microsoft Suite (Word, Excel, PowerPoint)
* Ability to exercise confidentiality / discretion / personal sensitivity in all aspects of the role
* A positive attitude with the willingness to provide the highest level of internal and external client service and take a proactive approach
* Ability to take ownership/responsibility for tasks
* Ability to multitask and give attention to detail and accuracy