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# Example of Secretary Job Description

Our innovative and growing company is looking for a secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for secretary

* Making referrals to appropriate staff or providing requested information
* Preparing and coordinating arrangements for the Credentials and By-Laws Committee meetings, the Medical Board meetings and other meetings as required
* Recording, transcribing and distributing minutes of the monthly Credentials and By-Laws and conferences
* Performing employment verification of medical staff and house staff
* Purchase requisitions, the ordering of office supplies and maintaining department time sheets
* Compiling, maintaining records and filing OPPE and FPPE evaluations
* Acting as liaison with internal staff at all levels
* Conducting research and collecting and analyzing data to prepare reports and documents
* Assuming other related responsibilities as needed
* Oversee incoming and outgoing office correspondence

## Qualifications for secretary

* Client Letters
* General Secretarial work
* Preparing Meeting Rooms
* Transfer calls to the appropriate person/department
* Proactively manage diaries as required
* Enter and maintain client information on internal databases CRM