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# Example of Secretary Job Description

Our growing company is searching for experienced candidates for the position of secretary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for secretary

* Coordinates and schedule appointments, meetings, and conferences
* Reserves conference rooms, sets up agenda, and makes travel arrangements
* Handles petty cash and other expense vouchers
* Prepare and maintains payroll accrual and attendance records for staff
* Provides orientation and training to new clerical employees
* Completing client set up forms
* Preparing of Letters of Engagement, forms 64-8, client set-up forms etc
* Preparing HMRC forms
* Undertaking identity verification checks for money laundering purposes
* Preparing bank letters

## Qualifications for secretary

* Preparing letters with standard enclosures, including from handwritten/recorded notes
* Preparing envelopes for letters and dispatching them in a timely manner
* Checking and downloading documents from Companies House website
* Contacting clients in relation to their annual returns
* Scanning and filing client records/files, archiving where necessary
* Preparing and formatting client proposals