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# Example of Senior Secretary Job Description

Our company is looking to fill the role of senior secretary. 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 senior secretary

* Liaise with external contacts/client groups on behalf of partners and senior directors
* Extensive travel arrangements and itineraries
* Proactive organisation of meetings
* Dealing with correspondence (e-mail, phone and mail), prioritising and responding as appropriate, bringing information to the attention of the partner as required and during his absence ensuring it is distributed to the correct team members on a timely basis
* Liaise with external contacts/client groups on behalf of partner and establish a rapport with very senior level clients and their EAs, partners and staff
* Help plan, organise and administer events and conferences (internal and external) and involvement in ad hoc projects
* Creating and formatting Word documents, PowerPoint presentations and reports using firm wide templates and ensuring brand compliant
* Inputting timesheets and expenses
* Dealing with SAP related queries
* Filing, scanning, photocopying, mail distribution

## Qualifications for senior secretary

* High school diploma and 6-8 years administrative experience OR Associate degree and 4-6 years administrative experience
* Files in accurate and timely manner
* Identifies own learning needs and seeks direction for growth
* Knowledge of secretarial science, office management and record keeping procedures
* Support bidding process
* University degree with preferable major in English Language, Business or Finance