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# Example of Team Secretary Job Description

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

## Responsibilities for team secretary

* Course administration/event management - printing, organising couriers, hotel arrangements, dealing with participants, summarising evaluation results
* Administration associated with global resource model - checking GALaxy time sheets and ensuring they are up to date
* Finance - setting up time codes, sending timesheet reminders, arranging for payment of invoices, and producing monthly reports as needed
* First line support queries on GL&E databases - replication issues, locating territory replicas
* Manages diaries and co-ordinates travel
* Arranges travel (creates itineraries, check in for flights, print boarding passes, arrange cars, apply for visas )
* Creates/submits expense claims
* Typing letters and minutes of meetings
* Completes invoice coversheets for payment
* Performs mail merges

## Qualifications for team secretary

* Keep up to date with the latest branding guidelines, as this has significant impact on the presentation (database documents, slides, handouts, CD Roms, ) of the final course databases
* Deals with incoming telephone, post and faxes
* Manage multiple electronic diaries
* Co-ordination and management of detailed, complex travel schedules, visas and itineraries
* Preparation, reconciliation and submission of travel and corporate expenses in a timely manner
* Scheduling of Banking appointments/meetings/Video Conferences