



Example of Administrative Secretary Job Description

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Our company is growing rapidly and is hiring for an administrative secretary. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative secretary

- Providing high-level administrative support for the Office of Student Rights and Responsibilities, utilizing decision-making authority and independence in prioritizing tasks and policy interpretation
- Providing direct clerical support, calendaring assistance, preparation of daily itineraries and assembly of background materials for the staff in the Office of Student Rights and Responsibilities
- Assembling, researching, and summarizing information from various resources, compiling data or calculating simple statistics to prepare special or recurring reports for supervisor or other staff
- Supervising and providing administrative functions for the Smoking Enforcement Program, to include hiring and daily supervision of student workers, entering cases into Advocate, and sending the appropriate paperwork to students and other departments for sanctioning and billing purposes
- Daily ordering of police reports from the appropriate law enforcement agency, uploading reports into the appropriate Advocate case, notifying the staff member(s) handling the case, and entering notes to the file
- Entering Computer Violation notices into Advocate for assignment to staff
- Weekly review of sanction completion for Student Rights and Responsibilities staff members, uploading completion paperwork in Advocate, and marking as completed, and notifying the appropriate staff member regarding non-completion of sanctions (Place hold, notify student)
- Assisting in completing disciplinary background checks, as necessary

- Greet visitors & answer all incoming phone calls

Qualifications for administrative secretary

- Maintain calendar and schedule appointments and meetings
- Organize meetings (make reservations, take care of suppliers, facilities)
- Handle signature procedure
- Prepare and type high volume of manuscripts for publication, abstracts, grants, book chapters, reports, journal article reviews, slide presentation research manuals and correspondence
- Arrange travel accurately completing all appropriate forms
- Chart preparation for clinics, faxing copying and express mailing clinical, and administrative materials to patients, physicians, Type clinical dictation for transcription and professional correspondence