



Example of Department Secretary Job Description

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

Responsibilities for department secretary

- Inputs reasons for all visits on all appointments
- Works in conjunction with nurse to reconcile day sheet with charge tickets
- Assists other departments within the pod as needed
- Answers telephones and directs calls to appropriate staff
- Associate's Degree from a business/secretarial school or Medical Assistant program preferred
- Due to the nature of this position, the incumbent must utilize appropriate tact and discretion in dealing with highly confidential and/or sensitive matters
- Answer telephone with appropriate identification of department and self
- Appropriately screens calls, take accurate messages, and handle calls in a professional manner
- Accurately identify the nature of the needs and/or inquiries of Hospital staff and other personnel, provide general information when known
- Greet and screen persons entering the department in a friendly, business-like manner, smile and make eye contact

Qualifications for department secretary

- Great word processing skills required
- Office work experience required
- A minimum of one year's secretarial or administration experience gained in a multinational organization
- Good computer skills which must include Microsoft Word, Excel, PowerPoint

- Alternatively a recent graduate with a desire to learn would be welcome