

Secretary Job Description

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

Responsibilities for secretary

- Handling transcription
- Filing, organizing, and faxing documents
- Screening visitors
- Taking and transcribing minutes
- Plan, budget and schedule business travels and make travel arrangements agenda
- Prepares miscellaneous billing
- Perform variety of clerical and administrative duties
- Preparing tasks and scheduling and route planning for internal couriers of the Company based on requests received from the employees
- Performing other tasks under the request of the supervisor
- Responsible for mail, telephone, computer mailings, budget

Qualifications for secretary

- Great interpersonal skills
- A minimum of 5 GCSE passes (Grade A-C) or equivalent, including Maths and English
- Technical knowledge of administrative and secretarial duties
- English at Upper-Intermediate level
- A year experience
- Advanced knowledge of MS Office package (Word and Excel)

Duties And Responsibilities Of The Secretary Of State

Marco Casella



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