



## **Terms and Conditions for Job Descriptions**

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# [COMPANY NAME] JOB DESCRIPTION

**Position:** Executive Secretaries and Administrative Assistants

## **Job Description:**

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

## **Job Tasks:**

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Supervise and train other clerical staff.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- File and retrieve corporate documents, records, and reports.
- Interpret administrative and operating policies and procedures for employees.
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Set up and oversee administrative policies and procedures for offices and/or organizations.
- Attend meetings in order to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.
- Greet visitors and determine whether they should be given access to specific individuals.
- Make travel arrangements for executives.
- Manage and maintain executives' schedules.
- Open, sort, and distribute incoming correspondence, including faxes and email.

- Prepare agendas and make arrangements for committee, board, and other meetings.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Prepare responses to correspondence containing routine inquiries.

### **Required Knowledge:**

- **Clerical** -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

### **Required Skills:**

- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Coordination** -- Adjusting actions in relation to others' actions.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Time Management** -- Managing one's own time and the time of others.
- **Speaking** -- Talking to others to convey information effectively.
- **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Management of Material Resources** -- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Mathematics** -- Using mathematics to solve problems.
- **Complex Problem Solving** -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### **Abilities Required:**

- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.

### **Job Activities:**

- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Analyzing Data or Information** -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Coordinating the Work and Activities of Others** -- Getting members of a group to work together to accomplish tasks.
- **Interpreting the Meaning of Information for Others** -- Translating or explaining what information means and how it can be used.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Monitoring and Controlling Resources** -- Monitoring and controlling resources and overseeing the spending of money.
- **Interacting With Computers** -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.

I \_\_\_\_\_ acknowledge that I have read and understood this job description for the position of Executive Secretaries and Administrative Assistants.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_