

CONFIDENTIAL SECRETARY

JOB TITLE

Confidential Secretary

REPORTING RELATIONSHIP

Reports to the – Director, Community Development

Job Responsibilities include:

- Types and checks reports, minutes, memoranda & Letter
- Arrange and keep a record of the Manager meeting.
- Answers incoming telephone calls intended for the Manager and acts as Receptionist to persons calling for appointments, queries etc.
- Maintains a filing and recording system for documents and correspondence.
- Research and retrieves information for decision making purposes
- Ensures that all correspondence has been signed, enclosures attached and the envelopes prepared for dispatch
- Manage the Manager/Supervisor diary, simple enquires and correspondence using own initiative
- Performs other related duties that may be assigned

Experience and Knowledge

GTI Secretarial Certificate or IDCE Certificate for Administrative Professional Secretaries

O Levels in three to five subjects including English language. In addition, must be computer literature

At least five (5) years' experience in an office environment

Knowledge of general office operating procedures

Must have good interpersonal skills

Personal Characteristics

Dependability/reliability, tact and diplomacy

Punctuality, anticipation, commitment and courtesy.

Flexibility to adapt to changing priorities