# Generic job description and selection criteria

|  |  |
| --- | --- |
| Job title | Secretary |
| Department |  |
| Grade and salary | Grade 3 |

## Job description

### Overview of the role

To provide secretarial support for a department.

### Responsibilities/duties

* Provide secretarial support for departmental staff; note taking, typing, preparing and distributing papers, letters and other correspondence, as directed
* Make the arrangements for conferences, seminars and meetings, including booking accommodation, meals and registration
* Provide assistance for visitors and new arrivals to the department as necessary, including dealing with basic queries and making travel and accommodation arrangements
* Monitor the photocopier and the printer to ensure their continued operation and availability
* Maintain refreshment supplies
* Monitor and order stationery
* Photocopy and file papers

## Selection criteria

### Essential

* A good understanding of standard administrative procedures, evidenced by formal secretarial/administrative qualifications (for example NVQ Level 2 Business Administration or RSA Diploma) and/or significant work experience at a similar level
* Ability to use standard computer programs (Outlook, Word, Excel)
* A good understanding of issues around confidentiality
* Ability to understand and pass on clear and accurate information
* Attention to detail
* To be self-motivated and to work effectively, knowing when to refer matters to others

### Desirable

* Experience in a similar position