

## **SECRETARY**

### **Candidate's Requirements**

Applicants should have a Diploma in Secretarial Management from a recognized institution or MSCE plus 120wpm shorthand and 50wpm typing and other relevant qualifications relating to secretarial duties. The applicants should have not less than two year's hands on work experience in a busy office and ability to draft correspondence and maintain confidentiality

### **JOB DESCRIPTION**

#### **OFFICE MANAGEMENT**

##### **Resource Planning**

- Identifies items needed for the office and prepares a budget proposal to the office for inclusion in the annual budget.
- Receive an approved budget from Executive.
- Prepares for a procurement plan for the office and submit it for approval to the Officer.

##### **Managing Appointments**

- Receives requests from the officer to arrange meetings and maintains a diary
- Remind the officer prior to the meeting and provide all necessary files and information.
- Receive request from staff and other outside and assess if they are appropriate for the office.
- Seek approval from the officer for the appointment and diarize the meeting
- Arrange and provide refreshments during the meetings

##### **Managing Correspondence**

- Receives correspondence for the office and vet whether they are appropriate to the office.
- Draft responses for generic requests and submit to the officer for review and signing.
- Sends other documents to the officer
- Receives instructions from the officer on how to handle correspondence.
- Maintains copies of all correspondences in the office.

##### **Typing Correspondence**

- Receives drafts from the officer, types and prints official letters
- Take dictation, transcribes, drafts and prints memos

## **COMMUNICATION**

- Receives incoming call and outgoing calls.
- Screen telephone calls, and provide guidance according to the rules and regulation of the University.
- Takes and relays messages.
- Manages email and internet facilities:
- Checks and responds to email
- Prints all emails that needs urgent attention
- Manages the fax machine to facilitate easy communication.
- Disseminates information to students, departments, and faculties when advised.
- Orders ground telephone units from the Finance.

## **FILING AND RECORDS MANAGEMENT**

- Create a filing system and filling index for the office.
- Sorts documents according to the filling index and files documents according to the filing index.
- Labels files and filing cabinets.
- Locks confidential files in filing cabinets.
- Separates closed files from active files and submit closed files for filing.
- Manages electronic filing:
  - Files document according to names and subject of the document
  - Opens folder according to the subject of the document
  - Prepares backup for computerized data
  - Maintains bound annual records

## **SUPERVISION**

Supervises the messenger on the collection and delivery of mail. Supervises the messenger on the use of office equipment such as photocopier, printers, computers, etc.

## **TRAVEL AND CLAIMS MANAGEMENT**

- Receive request from the officer for meeting outside work station.
- Make bookings arrangements for accommodation and fuel requirements using the appropriate procedure.
- Confirms booking and provide with the officer the reference numbers.
- Processes subsistence claims.