

Administrative Secretary - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Completely understands the role and function of this position
- Knowledgeable in organization terminology and acronyms
- Knows how to operate equipment used in word processing, dictation and transcribing, laser printers, photocopiers, fax machines, telephone systems, binding, postage and other equipment used in the administrative department
- Maintains records for senior executives, and is able to determine priorities of functions to ensure an orderly and timely flow of work in keeping with the needs of the management team

QUALITY OF WORK:

- Properly maintains records, files, schedules, and work processes in conformance with predetermined standards
- Accurately prepares all documents, using text, charts, graphics, and other word processing skills to portray the highest level of professionalism for the organization
- Advises executives on matters relating to the production and distribution of reports
- Is the corporate conscience for work quality and standards

QUANTITY OF WORK:

- Performs assigned tasks on schedule, in a professional manner
- Produces a high quantity of work output for specific tasks
- Types at 65 w.p.m. minimum
- Can produce quality graphics in minimal timeframe
- Can handle a multiplicity of projects at the same time

PLANNING AND ORGANIZATION:

- Plans work to ensure deadlines are met, as required
- Prioritizes all tasks to meet requirements of senior executives
- Sets goals for self and task accomplishment
- Maintains a schedule of events to provide superiors with a ready reference when considering work loads, new projects, and on going task completion