

MRA Job Description

Job title: Secretary	Department: All
Immediate supervisor: Director	Grade: 2

Purpose of job

Provide a secretarial service, ensuring that the Director receives support concerning appointments, meetings, document management, telephone, email, telefax, photocopy and other similar duties.

Main duties and accountabilities

- Provide a diary management service and liaise with the Director regarding daily commitments.
- Arrange appointments, receive visitors and deal with enquiries;
- Make and receive telephone calls;
- Take messages and pass on information;
- Perform general secretarial duties including the taking of notes, classification and retrieval of records and documents;
- Perform word processing and telefax duties and simple computer/data processing work using spreadsheets, powerpoint and other office packages;
- Deal with routine correspondence;
- Conduct such other cognate duties as may be assigned.