

JOB DESCRIPTION

Secretary to Departmental Director

Main Function

The main function of the post is to provide general secretarial support to the Departmental Directors assigned. From time to time due to changes in the departmental support provided by the BUC the specific Departmental Directors to whom you are assigned may be changed. In addition to this main function you may be required to carry out such other duties as may reasonably be required, eg. Relief Reception cover.

Main duties:

1. Handle incoming telephone calls relating to the departments;
2. Type all outgoing departmental correspondence as required;
3. Dispatch of all departmental resource materials as requested;
4. Preparation of materials for departmental workshops, seminars, retreats. eg. Newsletters, Posters, Handouts, Application/Registration forms etc;
5. Managing the booking and handling receipt of funds for seminars and retreats;
6. Occasional weekend support for seminars/retreats;
7. Taking and preparing minutes of departmental sub-committees as required;
8. Preparation of departmental reports when these are required for constitutional meetings or as requested for strategic purposes;
9. Document filing and retention in harmony with the organisation's retention policy.