# SECRETARY

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Secretary |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: |  |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.*** For example:* Co-ordinate and carry out all office administration including answering and directing calls, sorting mail and greeting couriers.
* Assist with filing, including the scanning of documents and establishing paper files.
* Welcome clients.
* Ensure the reception area is professionally maintained and tidy, and newspapers are made available daily.
* Make and serve refreshments for visitors as required.
* Other tasks as directed.
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| 2. Qualifications | ***What qualifications are required for the role?***Diploma in Business Administration  |
| 3. Skills | ***List the skills needed for the job.*** For example:* Advanced skills in Microsoft Word and Excel.
* Excellent written and verbal communication skills.
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Employee Signature: Date:

Employer Signature: Date: