



THE QUEEN ELIZABETH HOSPITAL BOARD JOB DESCRIPTION

JOB TITLE: Secretary/Executive Secretary

SALARY SCALE: Z23 - 17/Z16 - 11

DEPARTMENT: Directorates

REPORTS TO: Executive Director

DIRECT REPORTS: Nil

JOB SUMMARY

Under general supervision, performs a variety of executive support task that are confidential and sensitive. Handles information requests, performs secretarial functions by preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Opens, sorts, and distributes incoming correspondence, including faxes and email;
2. Files and retrieves corporate documents, records, and reports;
3. Chaperones visiting medical teams to facilitate needs/requests;
4. Greets visitors and determine whether they should be given access to specific individuals;
5. Prepares responses to correspondence containing routine inquiries;
6. Prepares agendas and make arrangements for committees and other meetings;

7. Prepares papers for consideration and presentation to Director and Board of Management;
8. Compiles, transcribes, and distribute minutes of meetings;
9. Attends meetings in order to record minutes;
10. Manages and maintains the Executive Director's meeting schedules;
11. Composes letters and memorandums in response to queries;
12. Receives and screens incoming calls and visitors and makes referral to appropriate staff;
13. Communicates important telephone and fax messages;
14. Maintains a general filing system and documenting of all correspondence;
15. Observes health and safety protocols in the execution of duties;
16. Using customer service skills establishes and maintains effective working relationships with other employees, officials and members of the general public.
17. Participates in training;
18. Performs any other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern offices practices and procedures.
2. Knowledge of Government's policies, procedures and regulations.
3. Skill in the use of standard Microsoft Office (Word, Excel, Power Point and Access).
4. Excellent written and oral communication skills.
5. Sound organizational and prioritization skills.
6. Ability to understand the medical environment and terminology.
7. Ability to adapt to a changing work environment.

REQUIRED TRAITS

- Accountability
- Flexibility and Adaptability
- Collaboration
- Initiative

- Dedication
- Dependability
- Integrity
- Co-operation

EDUCATION AND EXPERIENCE

Secretary

- (a) At least four (4) subjects at CXC General Proficiency level, including English Language, and
 - (i) type writing at 35 words per minute; and
 - (ii) not less than three years' relevant experience; or
- (b) The Private Secretary's Certificate and not less than one year's relevant experience.

In either case, proven training in and knowledge of word processing is required. Shorthand or another means of taking dictation at 80 w.p.m would be an asset.

Executive Secretary

- (a) The Private Secretary's Certificate and not less than five years' experience as a Secretary; or
- (b) At least four (4) subjects at CXC General Proficiency level including English Language, and
 - (i) type writing at 35 words per minute; and
 - (ii) not less than five years' experience as a Secretary.

In either case, proven training in and knowledge of word processing is required. Shorthand or another means of taking dictation at 80 w.p.m would be an asset.