

### **2.1.13 EXECUTIVE SECRETARY**

#### **Nature of the work**

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in performing, in a relatively autonomous manner, secretarial duties of a complex nature for one or more persons.

#### **Characteristic functions**

The employee in this class of employment responds to information requests concerning the follow-up of files and meetings, policies, regulations or other subjects related to the duties performed and, if necessary, issues reminders; he or she forwards the pertinent documentation; handles the mail as well as finds, gathers and compiles pertinent information; within the limits of his or her duties, the employee prepares a draft response, forwards it to the person concerned and ensures the follow-up; prepares a summary of complicated problems and issues before forwarding them to the person concerned.

He or she greets visitors to his or her administrative unit, provides any information within his or her competence or refers them to the persons concerned; as instructed, he or she keeps the agenda of the person or persons for whom he or she works.

The employee organizes meetings, convenes participants and prepares the necessary files; as instructed, he or she prepares a draft agenda of the subjects received and, if necessary, attends meetings and prepares a draft of the minutes or reports.

He or she drafts memorandums or bulletins from brief notes and works with others to set up a filing system; archives the documents in his or her sector according to the policy in effect.

He or she uses a computer and the necessary software to perform his or her duties related to word processing, database entry, spreadsheets and in-house programs; carries out research on the Internet and follows up on electronic mail messages. He or she may be required to help, on occasion, colleagues with the common software and programs used.

He or she may be required to train new executive secretaries and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

#### **Required qualifications**

##### Schooling and experience

Hold a Diploma of Vocational Studies in Secretarial Studies, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

##### Other requirements

Have a basic knowledge of office automation.