

Scheme of Service

Confidential Secretary

Post	:	Confidential Secretary
Salary	:	Rs 30,000 + refund of bus fare
Duration	:	One year renewable for another period of one year
Qualifications/Experience/ Skills	:	<ul style="list-style-type: none">• Candidates should possess at least a Cambridge Higher School Certificate or passes in at least 2 subjects obtained on one Certificate at the GCE Advanced Level;• Candidates should have at least 5 years working experience in the field• Candidates should be conversant with modern communication technology tools
Duties and Responsibilities	:	<ol style="list-style-type: none">1. Arrange appointments, receive visitors and deal with enquiries2. Make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition3. Take messages and facilitate the process of communication between relevant stakeholders4. Perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents5. Perform word processing duties and data processing work and operate e-mail services6. Ensure that meetings are well organized and place in time and appropriate information is available7. Perform such other related duties as may be assigned.

