

Job Description for **Secretary to Chancellor**

POSITION TITLE: SECRETARY TO CHANCELLOR

POSITION SUMMARY:

Attend to Chancellor's office guests, VIP'S courteously and deal promptly with their requests and queries. Check on VIP guest movements, complete their requirement & formalities.

Roles & Responsibilities

1	Acting as a first point of contact, dealing with correspondence and phone calls
2	Managing diaries and organizing meetings and appointments, often controlling access to the Chairman
3	Booking and arranging travel, transport, and accommodation
4	Organizing events and conferences
5	Reminding the Chairman of important tasks and deadlines
6	Typing, compiling, and preparing reports, presentations, and correspondence
7	Managing databases and filing systems
8	Implementing and maintaining procedures/administrative systems
9	Liaising with staff, suppliers, and clients
10	collating and filing expenses
11	Miscellaneous tasks to support the Chairman, which will vary according to the sector and to the Chairman's remit, eg completing some corporate governance reporting (to ensure that the institution is being run properly and complying with rules and regulations) or conducting research.

Desired Candidate Profile

Maintain general and personal calendars, deliver time-sensitive correspondence, and maintain company databases. This requires attention to detail and the ability to multitask.

Key Skills

The candidate should be fluent in written and spoken English, Hindi and Marathi and should be capable in drafting speeches, letter and preparing notes.

1 Communication skills. ...

2 Interpersonal skills. ...

3	Time management skills. ...
4	Strong organizational skills. ...
5	Ability to multitask. ...
6	Attention to detail. ...
7	Prioritize well. ...
	Proficiency in MS Office, Short-hand and typing is desirable.
Work Experience	
	An experienced secretary with a proven track record of successfully managing simultaneous projects and meeting deadlines consistently and accurately. A strong administrative background coupled with excellent computer skills facilitates the provision of complete secretarial support. A self-motivated worker who is able to communicate effectively at all levels
Functional Area	
	The candidate should be fluent in written and spoken English, Hindi and Marathi and should be capable in drafting speeches, letter and preparing notes.
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Educational Qualification	
	The candidate must have Master degree from any statutory University with at least 50% marks or its equivalent grade
	Proficiency in MS Office, Short-hand and typing is desirable.