TITLE: Executive Secretary

DEPARTMENT: Adjunct Administration

FUNCTION: The Executive Secretary provides high-level administrative support for the Adjunct Administration office including but not limited to assisting in preparation of reports, handling information requests and other clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings and preparing monthly budget tracking report.

REPORTS TO: Manager of Adjunct Administration

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Maintains calendars and daily schedule of the Manager, time off processing, travel reimbursements and support of department staff as appropriate.
2. Schedules appointments, meetings, rooms, equipment, and catering; confirms attendance and makes appropriate arrangements prior to meeting/event; utilize judgment and be able to set priorities, organize appointments/meetings and keep leadership informed.
3. Prepares letters, reports and memoranda.
4. Creates and revises office systems and procedures by analyzing processes, recordkeeping/reporting systems; files and effectively manages files; contributes to team effort by accomplishing related results as needed.
5. Receives reviews and sorts all incoming correspondence; distributes external and internal mail; prepares outgoing mail.
6. Performs administrative duties at meetings as assigned; prepares agendas, distributes packets, records and transcribes minutes, secures necessary signatures and maintains permanent minute electronic files.
7. Serves as liaison for the department and maintains confidentiality of all records and issues handled in the assigned areas.
8. Maintains accurate files and records, including time sheets, reimbursement and purchasing documents for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
9. Processes requisitions into approved purchase orders for the purpose of updating and distributing information and/or acquiring resources in compliance with established guidelines; initiates and reviews purchase orders within assigned limits to acquire required supplies and/or equipment.
10. Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.
11. Working knowledge of departmental process and program requirements; provides information by answering questions and requests.
12. Maintains supplies; places and expedites orders; verifies receipt of supplies.
13. Performs additional tasks or duties as assigned by the Manager and other designated managements.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School Diploma is required; Postsecondary vocational training in office administration or college degree is preferred.

Experience: 3-5 years of secretarial experience or an equivalent combination of education and experience.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**