BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Secretary

DEPARTMENT: Finance

FUNCTION: Performs specific administrative functions for the Director and Purchasing Department as needed including record retention, webpage updates, bid related letters, compiling reports, and maintaining accurate records utilizing knowledge of the Purchasing system in Datatel.

REPORTS TO: Director of Purchasing and Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Meets, greets and directs all calls and visitors as needed.
2. Creates bid documents and letters as requested by the Director and Department and related services necessary for bid openings.
3. Updates the purchasing department website and bid documents.
4. Uploads all College Contracts to SharePoint.
5. Maintains time keeping records for the Purchasing and Copy Center.
6. Maintains all purchasing files, bid documents and record retention files.
7. Performs additional tasks or duties as assigned by the Director such as training new personnel in the Datatel system and the various purchasing requirements and mandated regulations.

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 required; secretarial school and/or college credits would be preferred.

**Experience:** Minimum of 1 year of secretarial or related 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**