



DOCUMENT TYPE : JOB DESCRIPTION

Revision No: 01

POSITION TITLE : SECRETARY

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LEGAL SERVICES DEPARTMENT

POSITION TITLE : SECRETARY JOB LEVEL : 6

IMMEDIATE SUPERIOR : DEPARTMENT MANAGER

POSITION SUMMARY:

To provide secretarial-administrative support to the Legal Services Department in areas involving correspondence, information, records, reports, data files, department coordination, and such-other related tasks.

TASKS AND DUTIES

1. Welcome clients and visitors by greeting them in person or on the telephone, and answering or referring inquiries;
2. Drafts letters/correspondence for the Department Manager after receiving instructions from the latter;
3. In-charge in the dissemination of all official communications within the department and other department/s and offices and vice versa through receiving, sorting, filing and coordinating information as needed;
4. Provides data reference by utilizing filing & retrieval systems;
5. Orders office supplies to ensure proper inventory;
6. Assists with purchase requisitions, claim vouchers and related documents;
7. Maintains good public relations;
8. Takes minutes of departmental meetings;
9. Maintains orderliness of office files and equipments;
10. Routes outgoing memo to concerned department/s; and
11. Performs other duties and responsibilities that may be assigned from time to time.

QUALIFICATION STANDARDS

1. Graduate of a Bachelor's Degree,*preferably business related courses
2. Proficient oral and written communication skills
3. Must be able to handle multiple tasks simultaneously
4. Has integrity in handling confidential information
5. Proficient in MS Office Applications such as Word, Excel and Powerpoint
6. Must be keen to details, pro-active and can work even under pressure
7. Must be willing to work beyond regular working hours as deemed necessary

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