

	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 1 of 3
	JOB DESCRIPTION		<i>Date Effective</i>
			<i>Approved By</i>
<i>DIVISION</i> Administration	<i>SECTION</i> Examinations	<i>POSITION</i> Executive Secretary	
DEFINITION AND PURPOSE OF POSITION			
<p>Provides administrative support to the Controller of Examinations. Duties include general secretarial, reception and project based work. Project a professional institution's image through in-person and phone interaction.</p>			
NATURE AND SCOPE			
<i>Reports to:</i>		Controller of Examinations	
<i>Dimensions of the Position:</i>		Executive Secretary provides administrative and secretarial support to the Departmental Head in the operational activities of the department.	
<i>Membership in Committees:</i>		<ul style="list-style-type: none"> • None 	

	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 2 of 3
	JOB DESCRIPTION		<i>Date Effective</i>
			<i>Approved By</i>
<i>DIVISION</i> Administration	<i>SECTION</i> Examinations	<i>POSITION</i> Executive Secretary	
FUNCTIONS OF THE POSITION			
<p>PRIMARY RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares correspondence, reports, and materials for publications and presentations. 2. Setups Controller of Examinations travel arrangements. 3. Setups and arranges suitable meeting places, as and when required. 4. Maintains Controller of Examinations calendar. 5. Setups and coordinates meetings and conferences. 6. Creates, transcribes, and distributes meeting agendas and minutes. 7. Answers telephones and handles in appropriate manner. 8. Meets and greets clients and visitors. 9. Performs general clerical duties to include but not limited to: typing, photocopying, faxing, mailing, and filing. 10. Maintains hard copy and electronic filing system. 11. Receives letters/reports/material for Controller of Examinations. 12. Coordinates project-based work. 13. Performs duties in examinations as invigilators as and when required. 14. Other duties as assigned. 			
ACKNOWLEDGEMENTS			
<i>Incumbent</i>	<i>Immediate Superior</i>	<i>Functional Head</i>	
Name/Initials/Date	Name/Initials/Date	Name/Initials/Date	

	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 3 of 3
	JOB DESCRIPTION		<i>Date Effective</i>
			<i>Approved By</i>
<i>DIVISION</i> Administration	<i>SECTION</i> Examinations	<i>POSITION</i> Executive Secretary	
Knowledge, Skills & Abilities			
<ol style="list-style-type: none"> 1. Graduation Degree 2. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 40 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. 3. Three to five years of secretarial experience. 			
ACKNOWLEDGEMENTS			
<i>Incumbent</i>	<i>Immediate Superior</i>	<i>Functional Head</i>	
Name/Initials/Date	Name/Initials/Date	Name/Initials/Date	