

Job Title:	Administrative Secretary	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (____) ____ - _____ or email: _____ Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: [Recruiting Contact or Hiring Manager] [Department, Company Name] [P.O. Box] [Street or Mailing Address with ZIP Code]	
Job Description			
Key Duties, Responsibilities and Accountabilities <ul style="list-style-type: none"> Keeps official corporation records and executes administrative policies determined by or in conjunction with other officials. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers. Plans conferences. Directs preparation of records, such as notices, minutes, and resolutions for stockholders' and directors/ meetings. Directs recording of company stock issues and transfers. Acts as custodian of corporate documents and records. Directs preparation and filing of corporate legal documents with government agencies to confirm with statutes. In small organizations, such as trade, civic or welfare associations, often performs publicity work. Depending on organization, works in line or staff capacity. 			

YOUR LOGO
HERE

Company Name

Company's Mission

[Your Mission Statement Here]

[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	