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to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks. Executive secretaries must be quick professionals with great time-management and multitasking abilities.

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secretary must attend all
chapter and Executive
Committee meetings. If
unable to attend, an

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alternate should be assigned to take the minutes. The Secretary is a voting member of the Executive Committee. Executive Committee The Executive Committee of the local Kappa Delta Pi chapter is a standing

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Job Description. The main
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provide administrative

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support to high-level officials in an organization. Executive secretaries are responsible for handling highly confidential documents, protecting an organization's confidential information,

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secretary or administrative assistant is also responsible for writing or preparing reports, organizing and scheduling meetings, reviewing incoming messages to determine their significance, preparing

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agendas for board meetings, making travel arrangements, compiling meeting minutes, conducting research, preparing correspondence, and supervising and training junior level office staff.

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The ability to stay
organized over the course of
the project is key says
Julie Perrine Many

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assistants balk when they hear the term "project management." Being asked to take on a large project can seem overwhelming, especially if it's something that falls outside your typical job description. But

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all project management
really entails isRead More

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In order to become an
executive secretary, you

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must either have education in the field or experience and training as a secretary.

This position offers a higher salary and typically handles more complicated duties than the standard clerical tasks of a

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secretary. Working in this
field can be accomplished in
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whether we realize it or not. It determines not only our long-term earning potential but also at times our future opportunities.

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