

Banks Finley White & Co.

Position Description: Administrative Secretary

General Duties and Responsibilities:

The Administrative Secretary provides administrative and secretarial support to the Resident Partner, Partners and Executive Assistant. Performs such duties as typing and word processing work along with other office or clerical duties as assigned. An Administrative Secretary primary duty is to produce or edit various documents, such as reports, correspondence and presentations. She receives or gathers data to create documents from scratch or from existing materials. Additional clerical duties might include data and filing system management and reception work, such as answering phones and greeting visitors.

Essential Functions:

1. Mailing System: Open anything pertaining to BFW & Co., stamp and log it in your mailing binder. Vouchers are to be timely logged and given to proper management team for signatures. The signed vouchers are to be given to the Office Manager.
2. Daily cash receipts: Receives and records all monies received by the firm and send to the Birmingham Office.
3. Status Memos: All of your week ending, Active Engagements are to be sent to the management team on Mondays by 9:00am.
4. Phone: Answer the phones for the Firm when the receptionist/clerk is away from her/his desk. You are to take messages or fields/answers all routine questions and non-routine questions.
5. Types and designs general correspondences, memos, charts, and etc. Is responsible for accuracy and clarity of final copy.
6. Supports the Resident Partner on various clerical duties including his messages and calendar.
7. Perform other duties as assigned by the Resident Partner and Executive Assistant

Skills and Abilities:

An Administrative Secretary must be able to type quickly and accurately using various data processing tools, such as computer word processing, writing and spreadsheet applications. When processing and handling documents, she must approach her work in an organized and detail-oriented fashion to prevent missed deadlines and spelling, grammar, punctuation, content, and document formatting errors. An Administrative Secretary must also have the ability to work well with others and communicate clearly, as she often must clarify information with co-workers and people outside the office.

Reports to:

The Administrative Secretary reports to Resident Partner, Partners and Executive Assistant.