

I. Position

Secretary (1.4)

II. Related Functions

Office Assistant; Office Associate; Administrative Assistant

III. Essential Functions

Provide secretarial support (filing, typing, word processing, clerical, telephone and related duties) for the General Manager and other club management staff.

IV. Additional Responsibilities

1. Provides secretarial assistance for assigned personnel
2. Word processes, in a professional manner, all correspondence, meeting minutes and special reports
3. Organizes and maintains historical and working files
4. Maintains calendar, directories, etc., for General Manager and other assigned personnel
5. Performs other clerical duties (copying, assembling, distributing, etc.)
6. Assists with the preparation of Board of Directors and committee business and social meetings: prepares agenda, information, mailings, supplemental materials, minutes, supplies, name tags, etc.
7. Maintains the Club's Leadership Directory
8. Works on special projects as assigned
9. Maintains inventory of office supplies
10. Organizes and expedites the flow of work through the General Manager's office
11. Schedules office staff and personnel to maximize effectiveness and maintain quality
12. In some clubs, secretaries may also:
 - assist with miscellaneous club surveys
 - coordinate monthly staff meetings and prepare agendas
 - prepare annual meeting notices
 - receive and greet visitors
 - maintain personnel files ensuring that information is current, secure and confidential
 - perform office opening duties (turn on all equipment, lights, music, open safe, count cash)
 - assign lockers to members; keep locker records updated
 - maintain supply of Gift Certificates and distribute when necessary
 - maintain office equipment and repair records

V. Reports to

Executive Secretary

VI. Supervises

No supervisory duties are included in this position.