

Senior Secretary

Duties and Responsibilities

- Overall in-charge of the front office.
- Attend to visitors both from outside and students who need directions to different offices.
- Attend to incoming calls as well as make calls outside the University
- Receive letters from both in and out of the University, stamp the letters and keep them in the Registrar's in-tray for action.
- Maintain office petty cash for purchasing necessary items.
- To provide high level secretarial services for the Division
- Guide copy typist/clerk with typing and dispatch of letters.
- Help with the typing of graduation letters and cards to different public universities as well as Embassies and Cabinet Ministers among other guests.
- Supervise the cleanliness of the three offices on a daily basis.
- Help the record clerk with filing of letters
- Participate efficiently and effectively in the co-ordination of activities that enhance university branding like Trade Fairs and Graduation Ceremonies.

And any other duties assigned.

