

Job Description for: Secretary

Jobcode Selection Dt Review Date Job Suffix O/T Class Job Grade

20000957 06/09/2007 11/01/1990 I 1 008

9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Serves as secretary to Department or Division Heads in assigned area.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

Scope includes the routine secretarial, administrative, statistical and clerical tasks required by an office or function, performed with minimal supervision.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

INTERNAL: Daily with all levels of personnel relative to the person/s to whom assigned. Mainly to exchange information.
EXTERNAL: Regularly with support and administrative functions (Industrial Relations, Finance, Materials Supply, etc.) to exchange information, provide routine reports, or resolve routine procedural problems. As required with Government agencies, contractors, vendors and non-Aramco contacts relative to operating routine.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

Duties below are representative but not wholly inclusive:

- A. Operates office equipment as required: word processing, TSO, mini- computer, or related devices. Transcribes information from handwritten drafts, shorthand notes or dictating systems. Ensures output is accurate and on time.
- B. Prepares routine correspondence and routes completed correspondence for signatures. Reviews outgoing correspondence for proper format, enclosures, grammar, etc.
- C. Receives, sorts and distributes incoming mail.

- D. Receives telephone calls and visitors, answers routine questions, takes messages. Refers other matters as appropriate.
- E. Receives and consolidates information/reports from subordinate organizational areas, and assists in the preparation of routine planning and programs reports (accountability, operating budgets, overtime, etc.).
- F. Secures and presents information as requested from files,

library, or other sources.

G. Creates and maintains information and filing systems, records and indices, including follow-up and confidential matters.

H. Maintains timekeeping system/s.

I. Makes tentative appointments for supervisor or others as required.

J. Handles travel arrangements and itineraries of supervisor or others as directed.

K. Performs other related duties as required.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISITE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

A. Completion of ITC: English, E6; Math, MB.

B. Experience required: Five (5) years. Must have completed all five phases of the Structured Clerical Training Program. OR Five (5) years of experience performing general secretarial duties, with emphasis on task adaptability.

C. Excellent knowledge of oral and written English.

D. Must have ability to type 55 net words per minute with 85% accuracy, and take and transcribe shorthand at 70 words per minute with 90% accuracy. Must be conversant with standard office computer software packages for word processing, spread sheets, etc. such as Word, Excel, or other standard packages.