

Personal Secretary

Aliases: Stenographer, Executive Secretary

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks a Personal Secretary is expected to perform include:

- Performing routine clerical and administrative functions such as drafting correspondence, scheduling appointments, maintaining paper and electronic files, etc.
- Answering telephone calls and giving information to callers, taking messages or transferring calls to appropriate individuals
- Taking dictation in shorthand and reproducing it on paper using typewriter or word processing software
- Greeting visitors and callers, handling their inquiries and directing them to the appropriate persons according to their needs
- Receiving and opening mail and submitting it to supervisors for information and further action
- Maintaining diary to note time, date and place of meetings and other engagements for employer or supervisors
- Reminding employer or supervisor of engagements and accompanying him/her if required
- Completing forms in accordance with company procedures
- Attending to visitors and arranging their interviews with supervisors

WORK ENVIRONMENT ^{1, 2, 3}

- It is a desk job
- Need not a handle team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week for 8/9 hours everyday. This may vary from organization to organization
- Shift system is available
- Overtime may be involved

Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), Both Leg (BL), Blind (B) and those who have Low Vision (LV)

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ³

Preferably, graduation with any specialization

KEY COMPETENCIES ¹

- Knowledge of MS Word, MS PowerPoint, MS Excel, etc.
- Proficient in writing drafting e-mails
- Ability to prioritize and schedule meetings
- Proficient in filtering general information, queries, phone calls and invitations
- Knowledge of writing effectively to communicate the needs for the audience
- Well-versed with operating fax machines, copiers, scanners, video conferencing equipment, etc.
- Knowledge of using spreadsheets and databases to efficiently store and present data

DESIRABLE COMPETENCIES ¹

- Excellent shorthand and typing speed
- Good communication skills
- Ability to work in a team
- Proficient in English language

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges across India

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>

SAMPLE OF TRAINING AND LEARNING COURSES

- http://davarsindia.com/executive_personal_assistants.html
- <http://puchd.ac.in/syllabus.php>

CAREER PROGRESSION PATH ⁴

Personal Secretary → Movement to other occupation*



Receptionist

* Other industry verticals like Banks, Retail, Insurance, Architecture, and Manufacturing are turning into key verticals

The progression is indicative

EXPECTED EARNINGS ³

- For candidates with experience - Rs 9,000 to Rs 17,000 per month

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE ³

Generally, 1 to 3 years of experience is required

PROBABLE EMPLOYERS ³

- Public and private sector banks across India
- Retail corporate houses across India

KEYWORDS

- Personal Secretary
- Stenographer
- Executive Secretary

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4120.0200	Personal Secretary
ISCO 2008	4120	Secretaries (General)
NIC 2008	82110; 82199	Combined office administrative service activities; Other specialised office support services activities
QP Reference	Not Available	Not Available
NSQF	Not Available	Not Available

REFERENCES

1	National Classification of Occupations Division 4
2	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
3	http://www.timesjobs.com/job-detail/secretarial-front-office-computer-operator-job-in-einstro-chennai-jobid-7kndStYNNdtzpSvf__PLUS__uAgZw==-key-personal%20%20secretary-loc-198160
4	http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf