



JOB DESCRIPTION - SECRETARY

Job Title: Secretary	Working Hours: 9.00 – 6.00
Location: LAICO	Reports To: Statistician
Department: LAICO – Administration	
Prime Job: To increase the quality of the data by entering it in a proper way.	
Main Responsibilities: <ol style="list-style-type: none"> 1. Data Base entry 2. Substitute for telephone operator 3. Others: 	
Key Task: <ol style="list-style-type: none"> 1. Data Base entry: <ul style="list-style-type: none"> • Familiarize in to the data entry system • Double entry comparison to decrease the data entry errors. • Generating consistency errors and giving it to the project managers/project coordinators. • Respond to updating the errors • Generating weekly /monthly reports. • Filing the forms and storing it in proper places. • Track the forms when it required. • Respond to preliminary data analysis. • Taking regular back up CD and zip disks 2. Substitute for telephone operator <ul style="list-style-type: none"> • Familiarize to operate the telephone main board • Receive visitors and help them to provide necessary information • Coordinate sending papers to Hospital – LAICO • Dispatching postal, fax, and other communication • Typing work 3. Others: <ul style="list-style-type: none"> • Help to dispatch marketing letters 	
Working Relationship: Needs to work with the data base programmer , telephone operator	
Freedom To act:	
Signature:	