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### **Office of the Executive Secretariat | USCIS**

In addition to basic office functions, the executive secretary or administrative assistant is also responsible for writing or preparing reports, organizing and scheduling meetings, reviewing incoming messages to determine their significance, preparing agendas for board meetings, making travel arrangements, compiling meeting minutes, conducting research, preparing correspondence, and supervising and training junior level office staff.

### **Administrative Assistant or Executive Secretary**

Some Executive Assistants see the position as a "stepping stone". They take on the role as a means of climbing the corporate ladder and "getting in good" with a top executive. This is a tried and true method of getting your foot in the door. The position is a great way to make a name for yourself and learn the ropes of the business, especially because you're learning directly from the top leaders of the company.

### **The Effective Executive Assistant**

The main responsibility of an executive secretary is to provide administrative support to high-level officials in an organization.

### **Executive Secretary Career Information and Job Description**

The Executive Secretariat Style Guide is a tool to help in the preparation of effective, well-written materials. The Style Guide provides easily accessible information to assist you in providing correspondence, memoranda, briefing papers, and other useful information to the Secretary, Deputy Secretary, and Under Secretaries of Energy.

### **U.S. Department of Energy**

The Executive Secretariat Contact Information. Room 603-H 200 Independence Avenue S.W. Washington, DC 20201 Phone: 202-690-5627 Fax: 202-205-2135. Executive Secretary to the Department

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### **Executive Secretariat | Department of Energy**

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. In summary, the Secretary is responsible for: Ensuring meetings are effectively organised and minuted Maintaining effective records and administration

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