

The Indispensable Secretary

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ABSTRACT A secretary is an assistant to an executive. He is trained to type and perform many office duties. He possesses personal and business attributes. He guards his professional ethics of confidentiality, superb appearance and absolute loyalty. There are legal, medical and bi-lingual specialists in their own way. The personal attributes of a secretary include adaptability and self-confidence while his business attributes include secretarial skills and responsibility. The employment of new technologies in the office threatens the secretary. The secretaries are jittery and apprehensive about their jobs. The executive thinks he can use the computer himself and thus not needing the secretary. This is so because the modern laptop does not require the executive to know keyboarding because he can talk to or write on the screen and everything would be typed. He can employ internet teleconferencing facilities for meetings. All these notwithstanding, the secretary is indispensable. This is because the executive needs an assistant who invariably must be the secretary who is trained in receiving visitors, answering and making telephone calls when the executive is busy on very important engagements. What the secretary needs in order to keep his job is to be abreast of the new technologies. He should continually undergo retraining in secretarial or office skills and communication skills.