

## The Job Functions of a PA / Secretary

### ASSESSMENT # 1

Total Marks: 30

- 1.** Give short answers to the following questions:
  - i.** List the primary duties/functions of a PA or secretary.
  - ii.** What is the main purpose or objective of PA services?
  - iii.** What are the PA/secretary's responsibilities with regard to confidentiality?
- 2.** Punctuality and loyalty are essential in the provision of PA services - discuss.
- 3.** Describe a typical day in the life of the professional PA or secretary.