

SECRETARY

Meaning: A secretary is an administrative professional responsible for managing office tasks, schedules, and communications, often including note-taking during meetings.

1. The secretary managed the office schedule with remarkable efficiency.
2. During the meeting, the secretary took detailed notes for the absent team members.
3. She aspired to become an executive secretary after gaining several years of experience.
4. The company's new secretary quickly established rapport with the entire staff.
5. His role as a secretary required both organization skills and effective communication.

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