



TURKISH-GERMAN UNIVERSITY

DEPARTMENT

FACULTY OF LAW

DOCUMENT
TYPE

PERSONNEL JOB DESCRIPTION

EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Gönül YEŞİL

Secretary

Dean

YOUR TASKS AND RESPONSIBILITIES

1. Regular review of the EBYS module (Electronic Document Management System), writing letters and their attachments as part of your service, organizing charts/forms, classifying incoming and outgoing physical documents by entering them in the file and archiving them for consultation.
2. Preparing correspondences for signature by providing the necessary data on topics related to your area of responsibility.
3. Organising the Dean's internal and external appointment requests, carrying out the services related to his/her meetings and acceptances.
4. Carrying out the Dean's private, confidential and official correspondence, keeping and archiving private and corporate files.
5. During the Dean's leave and assignments, monitoring the correspondence of absence and assignments and making reservations for travel and accommodation.
6. Monitoring the phone and fax flow of the Dean's Office and providing the necessary contact.
7. Recording the organizations, official visits and meetings attended by the Dean in order to submit them when necessary.
8. Monitoring all kinds of organisations to be held at the Dean's Office and informing the relevant manager when necessary.
9. Performing other duties assigned by the relevant Laws and Regulations and the Senior Administrator.