

**PERAN SEKRETARIS DALAM KEGIATAN EVENT ORGANIZER  
PADA DONUTZ PRODUCTION**

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*Abstract*

*A secretary has an important role in the activities of the event organizers Donutz Production. A secretary also has an important role as a contact person with an external partner companies. Therefore, a secretary in a company has a strategic role in helping leaders work, especially the role of providing information to decision makers. In the event organizer activities organized by Donutz Productions, the secretary must have the ability to communicate, ability to build relationships to colleagues and have access to the personal information in its possession or control of materials and methods as well as in the present proposal.*

***Keywords: secretary, event organizer, public relation.***