



Administrative Assistant III

Salary Grade: 9

Item Number: PHILSAB-ADAS3-15-2020

Division: Space Industry and Strategic Business Development Bureau

Minimum Qualification Standards:

Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course

Experience: 1 year of relevant experience required

Training: 4 hours of relevant training

Eligibility: Relevant MC 11 s. 1996 or Career Service Sub-professional / First Level Eligibility

Duties and Responsibilities:

- 1) Facilitate the undertaking of Complete Staff Work (CSW) on matters requiring the attention of the Director prior to submission;
- 2) Undertake the following Standard Administrative Assistant Tasks (SAAT):
 - a. Organize and schedule meetings and appointments, and take and/or provide accurate minutes of meetings;
 - b. Maintain the filing system and documentation, handling sensitive information in a confidential manner;
 - c. Take dictation, encode data and file, type, copy, bind, scan, and print documents;
 - d. Produce and distribute or route correspondence memos, letters, faxes and forms;
 - e. Assist in the preparation of regularly scheduled reports, presentation materials and associated data or information;
 - f. Assist in booking of travel arrangements, submit and reconcile expense reports;
 - g. Coordinate the preparation and submission of the Project Procurement Management Plan (PPMP) and Purchase Requests (PR) of the concerned unit/s;
 - h. Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies;
 - i. Answer and direct phone calls, maintain contact lists and provide general support to visitors and provide information by answering questions and requests; and
 - j. Perform necessary housekeeping at the office and report any issues.
- 3) Enhance and grow professional know-how and linkages through attending educational workshops, establishing personal networks, participating in professional societies, and reviewing relevant publications as applicable; and
- 4) Perform other duties of a regular or special nature as may be assigned from time to time

Applicants who have all or any of the following background are encouraged to apply:

Educational Background: A graduate of Office Administration/Management, Public Administration or similar courses

Experience:

- a) With work experience as a general office staff
- b) Organized and demonstrates strong written and oral communication skills (can provide business writing samples upon request)
- c) Above average knowledge on use of MS Office and Google Suite
- d) Familiarity with project management methodologies such as Kanban

Training: 4 hours of relevant training on office administration and secretarial work

Competencies:

- Proactive and takes prompt action to accomplish tasks and meet goals and objectives in a timely manner
- Thorough, pays close attention to detail, and strives to achieve accuracy and consistency in all tasks
- Develops and maintains positive work relationships with others



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