



## Administrative Assistant II

Status: Contract of Service

Monthly Salary: Php 23,692.80 (*inclusive of 20% premium*)

Item Number: COS-ADAS2-109

Division: General Services Division

### Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	At least three (3) months of experience in supply and/or warehouse management
Training:	None required
Eligibility:	None required
Competency:	-Effectively creates and presents concise and informative reports on stocks and property management

### Duties and Responsibilities:

- 1) Determine the actual needs of the Office and prepare job orders and requisitions of supplies, materials, and equipment.
- 2) Check requisitions and deliveries of supplies, materials, and equipment.
- 3) Assist in preparing the summary of liquidation and reimbursement and determine that all supporting documents of all transactions have been properly attached to the summary of expenses.
- 4) Coordinate with the personnel assigned to canvass and procure, and issue supplies, materials, and equipment and ensure that appropriate documents relative thereto are correctly accomplished.
- 5) Conduct yearly equipment inventory, render reports of losses and imperishable equipment, and manage disposal thereof.
- 6) Assist in the updating of records of all accountable properties and recommend disposal of unserviceable materials and equipment.
- 7) Keep and prepare correspondence on liquidation and reimbursement of expenses.
- 8) Perform other duties the superior may assign.



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