



## **Administrative Assistant III**

Salary Grade: 9

Item Number: PHILSAB-ADAS3-8-2020

Division: Office of the Director General

### **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

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 Assistance 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 knowhow and linkages by 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:**

- Bachelor's degree in Office Management, Public Administration/Management, and Legal Management

### **Experience Background:**

- With work experience as a general office staff

**Training Background:**

- Knowledgeable and familiar with ISO 9001:2015 requirements

**Competencies:**

- Organized and demonstrate strong written and oral communication skills



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