



## **Administrative Assistant III**

Salary Grade: 9

Item Number: PHILSAB-ADAS3-14-2020

Division: Space Policy and International Cooperation 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

Training: 4 hours of relevant training

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

### **Duties and Responsibilities:**

The Administrative Assistant III will support the SPICB Director and the Agency's functions by undertaking the following main responsibilities:

- 1) Organize and schedule meetings and appointments, and take and/or provide accurate minutes of meetings;
- 2) Maintain and manage the records and filing system of the unit;
- 3) Produce and distribute or route correspondence memos, letters, emails, forms, and other communication;
- 4) Assist in administrative processes by preparation of necessary forms, booking of travel arrangements, accomplishment of expense reports, etc.;
- 5) Maintain and manage the supplies inventory of the unit;
- 6) Answer and direct phone calls, maintain contact lists, and provide guest relations to visitors;
- 7) Perform necessary housekeeping at the unit and report any issues; and
- 8) 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:**

- Office Administration and other similar courses

#### **Experience Background:**

- With work experience as a general office staff

#### **Competencies:**

- Demonstrate written, oral communication, and organizational skills.



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

[bit.ly/ADAS3\\_14](https://bit.ly/ADAS3_14)