



Administrative Assistant III (Storekeeper III)

Salary Grade: 9

Item Number: PHILSAB-ADAS3-12-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Completion of two-year studies in college

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Sub-professional) / First Level Eligibility

Duties and Responsibilities:

- 1) Coordinate with suppliers, clients, internal units, and oversight agencies such as the DBM, COA, among others;
- 2) Coordinate the preparation and submission of the Project Procurement Management Plan (PPMP) and Purchase Requests (PRs) of the Division;
- 3) Perform messenger and clerical functions in support of building administration, property and supply control, inventory, and disposal activities;
- 4) Assist in the conduct of physical tagging and tracking assets for inventory and disposal;
- 5) Establish professional know-how and linkages by attending educational workshops, participating in activities conducted by professional societies, and reviewing relevant publications, as applicable; and
- 6) Perform other duties of a regular or special nature, as may be assigned by the Division Chief from time to time.

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

Educational Background:

- A graduate of Business Administration, Office Management, or other similar programs

Experience:

- 1 year experience in administrative, secretarial, and clerical functions; and
- With work experience in purchasing and inventory activities

Competencies:

- Knowledgeable and familiar with procurement activities; and
- Organized and demonstrated strong written and oral communication skills.



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