



Administrative Assistant III

Salary Grade: 9

Item Number: PHILSAB-ADAS3-13-2020

Office: Finance and Administrative Service

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) 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): Organize and schedule meetings and appointments, and take and/or provide accurate minutes of meetings;
 - Maintain the filing system and documentation, handling sensitive information in a confidential manner;
 - Take dictation, encode data and file, type, copy, bind, scan, and print documents; Produce and distribute or route correspondence memos, letters, faxes and forms;
 - Assist in the preparation of regularly scheduled reports, presentation materials and associated data or information;
 - Assist in booking of travel arrangements, submit and reconcile expense reports; Coordinate the preparation and submission of the Project Procurement Management Plan (PPMP) and Purchase Requests (PR) of the concerned unit/s;
 - Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies;
 - Answer and direct phone calls, maintain contact lists and provide general support to visitors and provide information by answering questions and requests; and
 - Perform necessary housekeeping at the office and report any issues;
- 3) Establish professional knowhow and linkages by attending educational workshops, participating in activities conducted by professional societies, and reviewing relevant publications, as applicable;
- 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 Finance, Management, Education and other similar courses

Experience:

- One (1) year government/general office work

Competencies:

- Knowledgeable and familiar with ISO 9001:2015 requirements; and
- Organized and demonstrates strong written and oral communication skills.



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

<https://bit.ly/ADAS3-13>