



## **Administrative Assistant III**

Status: Contract of Service

Monthly Salary: Php 25,453.00 (*inclusive of 20% premium*)

Item Number: COS-ADAS3-127

Division: Human Resource Development Division

### **Minimum Qualification:**

Education: Bachelor's degree  
Experience: None required  
Training: None required  
Eligibility: None required

### **Duties and Responsibilities:**

- 1) Perform various clerical tasks and provide general administrative support to the Human Resource Development Division (HRDD);
- 2) Receive, record, and endorse outgoing and incoming documents such as vouchers, Requisition Issue Slip/Purchase Requests, letters, memoranda and other office documents;
- 3) Assist in various HR functions such as, but not limited to, Recruitment, Selection and Placement (RSP), Learning and Development (L&D), Performance Management, Rewards and Recognition (R&R), Compensation and Benefits, and Employee Engagement;
- 4) Provide support in the updating and monitoring of databases and HR reports;
- 5) Manage and coordinate meetings and appointments with other Bureaus/Divisions/Offices and make follow up, whenever necessary, to confirm attendance of concerned parties;
- 6) Assist in the preparation of contracts and memo for hiring, as needed;
- 7) Answer and direct phone calls, emails, maintain contact lists, and provide assistance to visitors; 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, Business Administration, Public Administration, Human Resource Management, and other related fields

#### **Experience:**

- General office administration
- Experience in HR processes such as recruitment, training, compensation and benefits, among others



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