



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Assistant III

Salary Grade: 9

Item Number: PHILSAB-ADAS3-14-2020

Bureau: Space Policy and International Cooperation Bureau

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:

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.



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