



Administrative Assistant III

Salary Grade: 9

Item Number: PHILSAB-ADAS3-17-2020

Bureau: Space Science Missions 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, under the direct supervision of the Senior Administrative Assistant V, shall perform a variety of administrative, clerical, and logistical functions and support services for the Space Science Missions Bureau - Office of the Director to ensure smooth and efficient operations in carrying out its functions.

- 1) Provide secretarial, administrative, and logistical support for the Space Science Missions Bureau - Office of the Director;
- 2) Assist the Senior Administrative Assistant in maintaining confidential, vital, and general files and records, circulars, memorandum, orders, and other papers and documents (hard copy and electronic files);
- 3) Assist in the procurement of supplies, materials, equipment, and other tasks related to maintaining the office resources and facilities;
- 4) Assist in the logistics for management meetings and other events organized by the Space Science Missions Bureau - Office of the Director;
- 5) Coordinate the preparation and submission of the Project Procurement Management Plan (PPMP) and Purchase Requests (PR) of the concerned unit/s in the Bureau;
- 6) Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies;
- 7) Perform messenger tasks and run errands when requested; 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:

Competencies:

- Good communication skills
- Proactive and takes prompt action to accomplish tasks and meet goals and objectives in a timely manner.
- Thorough, pays close attention to details and strives to achieve accuracy and consistency in all tasks.
- Develops and maintains positive work relationships with others.



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