

Position Title

One (1) Administrative Aide IV (Helpdesk / Technical Assistant)

Place of Assignment

Database Management Systems Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:**Education:**

Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course.

Training:

Four (4) hours of relevant training

Experience:

One (1) year of relevant experience

Eligibility:

Career Service (Sub-Professional)/ Second Level Eligibility

Others:

Highly analytical with good written and oral communication skills.

Ability to give attention to the details of the client's concern/ queries;

Excellent typing skills;

Basic knowledge in MS Office (Word/ Powerpoint/ Excel)

Job Description

- Acknowledge and resolve client complaints/ queries;
- Keep records of client interactions and transaction;
- Respond to emails of clients in a timely and expeditious manner;
- Meet the daily quota of at least 250 emails responded to on a daily basis;
- Report any unresolved issue to the supervisor, for clarity and guidance and;
- Perform other duties/ tasks that may be assigned by the supervisor as the need arises.

Salary

Equivalent to SG 4 or Php 15,586.00/ month

Mode of Employment

Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Photocopy of Transcript of Records
3. NBI Clearance
4. TIN

Qualified applicants are advised to email their application not later than **03 February 2023** to:

ANGELICA P. ALTOVEROS

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com

