

Position Title : **One (1) ADMINISTRATIVE ASSISTANT II**

Place of Assignment : **INTERNATIONAL AFFAIRS OFFICE (Office of the Director)**
PRC – PICC (Central Office)
Delegation Bldg., Philippine International Convention Center (PICC), Vicente Sotto St., Pasay City, Manila

Qualifications:

Education: Completion of two-year studies in College or High School Graduate with vocational trade course.

Training: Four (4) hours of relevant training.

Experience: One (1) year of relevant experience.

Eligibility: Career Service (Sub-Professional)/ First level Eligibility

Others: With good communication skills and proficient in writing
Proactive, detail oriented.
Must have strong organizational and multi-tasking Skills.

Job Description

- Maintains and updates all records/documents and ensured that are properly accounted;
- Records, manages, and maintains the Office's calendar of activities on a monthly basis;
- Drafts required notice of meeting, office order and memorandum concerning Office's matters and submitted within prescribed time;
- Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
- Attends/Renders full administrative and technical support various meetings concerning the Office of the Director;
- Performs other related functions, as may be assigned by the Director.

Salary

- Equivalent to Salary Grade 8 or 19,744.00/month

Mode of Employment

- Job Order

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

- **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)
- Photocopy of Eligibility
- Photocopy of Transcript of Records
- NBI Clearance
- 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

