

International Affairs Office

Office of the Director

One (1) Administrative Officer

Job Description:

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

Salary

- Equivalent to Salary Grade 8

Qualifications

- Bachelor's degree
- Computer literate
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive, detail oriented
- Must have strong organizational and multi-tasking skills

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. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to send through email their application not later than **20 August 2022** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

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

prcrecruitmentapp@gmail.com