



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Technical Officer – SG 17

(Under Job Order Status; To be assigned at BatStateU KIST Park – Main II)

Education: Graduate of Engineering/ Business/ Development/ Communications or any related degree

Experience: At least 2 years of working experience in customer service, or equivalent; Preferably with experience in working a PEZA – registered agency or in research or innovation hubs

Expertise: Excellent communication skills; Ability to meet deadlines; Computer Literate; Calm, polite, and professional behavior; Reliable and self-motivated; High attention to detail; General business knowledge; Superior organizational and time management skills; Strong service orientation

Required Language(s): English

Salary Grade 17 – (262.25/hour)

Duties and Responsibilities:

- Develop effective communication platforms for clients and staff.
- Inspire repeat-business from clients.
- Conduct customer service workshops and presentations.
- Monitor and measure client satisfaction.
- Liaise with different departments about client queries.
- Offer advice to clients on services and products.
- Develop surveys and capture client information.
- Participate in marketing campaigns.
- Deal with client requests and troubleshoot problems.

2. One (1) Administrative Assistant I – SG 7

(Under Job Order Status; To be assigned at BatStateU KIST Park – Main II)

Education: Graduate of Information Technology; Computer Science or any related degree

Experience: At least one (1) year of working experience in IT – related job such as digital design and content development; For fresh graduates, relevant training of at least 40 hours may be presented

Expertise: Proficiency in Office Productivity Applications as well as in some design tools such as photoshop, canva, movie maker and other design tools; Ability to communicate effectively; Highly attention to detail and the capacity to work effectively are essential.

Salary Grade 7 – (112.21/hour)

Duties and Responsibilities:

- Provide clerical and administrative assistance to the KIST Park Administration Officers in the conduct of the day to day activities of the BatStateU KIST Park

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstate recruitment@gmail.com. Submission of application is on **August 10, 2020 to August 20, 2020**. The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.