



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) Administrative Aide VI (Under Job Order Status; To be assigned at Project Management Office, Main I)

Education: College Graduate

Experience: With administrative/secretarial experience

Expertise: Compiling, copying, filing, and sorting of documents and records of activities and transactions; photocopying of documents, facsimiles and letters, etc. Has good interpersonal skills. Ability to multitask. Ability to work under pressure.

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- **Perform the full range of duties as assigned, work independently; apply well developed clerical and office support knowledge, and exercise judgment and initiative; Forwarding of official letters concerning this office's communications;**
- **Compiling copying, filing and sorting of documents and records of activities and transactions; photocopying of documents, facsimiles and letters, etc.**
- **Maintaining a record of the incoming and outgoing documents;**
- **Locating the whereabouts of personnel and clients who may have been involved in the daily transactions of this office;**
- **Assisting the immediate supervisor in the preparation of travel itineraries, reimbursements and trip tickets for official businesses;**
- **Answering telephone calls and taking down messages for relaying to the immediate supervisor or staff concerned; and doing tasks as may be assigned by the immediate supervisor.**
- **Performs such other duties and responsibilities as may be assigned by the immediate supervisor.**

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 **November 26, 2020 to December 5, 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.