



Republic of the Philippines
BATANGAS STATE UNIVERSITY JPLPC-Malvar
Malvar, Batangas

Human Resource Management Office

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

Position	:	(1) Administrative Assistant II (Under Job Order Status; To be assigned at the Development and External Affairs Office)
Salary Grade	:	8 (119.35/hour)
Education	:	Graduate of Bachelor of Science in Information Technology
Experience	:	One (1) year relative experience
Training	:	N/A
Expertise	:	Verbal and written communication; Advance computer skills; Time- management skills; Detail –oriented skills

Duties and responsibilities :

- Assist the Vice Chancellor for Development and External Affairs office projects, programs and activities.
- Coordinate with offices and colleges as regards to the preparation and submission of necessary documents relative to Development and External Affairs.
- Assists the Head of ICT Services, Head of Resource Generation Office, Head of External Affairs and Head of Planning and Development with their concern about the plans, programs and activities.
- Utilizes research and analytical skills in the performance of duties.
- With minimal supervision, process complex documents.
- Contacts outside organizations to obtain and provide complex information.
- Demonstrate high proficiency in relevant software applications.
- Assist clients (Students/Staff and Faculty).
- Receive and encode, print/send documents needed by the office/other offices.
- Photocopy documents and disseminate memorandum/announcements.
- Properly document all the activities of the office, keep and maintain records.
- Answer calls, take messages and handle correspondence.
- Prepare requisition form for the supplies needed in the office.
- Perform other duties and responsibilities that may be assigned by the immediate supervisor and other higher authorities.

Qualified applicants may send their application letter addressed to the **Chancellor, BatStateU-JPLPC Malvar, Dr. Philip Y. Del Rosario thru Mrs. Florina P. Santiago, Head of HRMO**, together with updated resume, PDS, Transcript of Record, diploma, and other credentials at recruitment.malvar@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II**. Submission of application is from January 19, 2021 to January 28, 2021.

The above position is for immediate hiring. Terms and conditions of employment will be discussed during interview. For additional information you may also call (043) 778-2170 local 104.