



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 Assistant II – SG 8
(Under Job Order Status; To be assigned at the Office of the Vice Chancellor Academic Affairs, BatStateU – Pablo Borbon)

Education: At least a graduate of 4 – year baccalaureate degree program but preferably a graduate of communication, IT related programs

Experience: At least 2 year work experience

Expertise: Computer, Communication, Office Management

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Serves as administrative assistant to the Vice Chancellor for Academic Affairs by providing or overseeing reception services, scheduling appointments, meetings, and travel, maintaining the supervisor's calendar, preparing and proofreading correspondence, reports, and other documents prepared by the supervisor, organizing and maintaining paper and electronic filing system, initiating recurring administrative processes, coordinating projects, and assisting in the completion of reports by researching and gathering required information and preparing reports.
- Helps the department to achieve its mission by coordinating processes associated with work specific to the department, such as using standards, criteria, contracts, or agreements to screen and processing various types of applications or documents, collecting and depositing fees, generating billing for departmental products or services, developing, maintaining, and utilizing databases, arranging meetings and/or multiple consultations or interviews integral to the work of the department on an ongoing basis, auditing and processing time records for large groups of full-time, part-time, and/or student employees, etc.
- Serves as the communication hub of the department by communicating information from the supervisor to others, collecting and organizing information requested by the supervisor from others, making information available to other by mail, email, telephone, and the web, and providing more complex information on processes specific to the department to faculty, staff, students, other departments, and/or the public.
- Obtains equipment, services, and supplies needed by the department by maintaining an inventory of office supplies, purchasing computers, furniture, office supplies and equipment, determining the appropriate method to pay for goods or services purchased by the department following University policy and procedures =, and utilizing the appropriate process.
- Assist the supervisor to varying degrees in maintaining financial control of departmental accounts by reconciling purchases to Financial Services reports, tracking income, expenditures, and transfers to Financial Services reports, and/or maintaining internal records of expenditures.
- Organizes, coordinates, plans, and conducts departmental events by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservation, and overseeing the event as it occurs.

- Assist with employment processes to varying degrees by monitoring and maintaining credential files of applicants, preparing master files for search committees, preparing correspondence to applicants, entering required information into the applicant database, preparing position authorization forms and monitoring their approval, and assisting new employees with processes associated with employment (completion of Form 1-9, obtaining access to network resources, arranging orientation, office space, equipment, services, and supplies, etc.)
- Contributes to work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current by attending professional development courses, software training classes and courses and/or training sessions as directed by the supervisor or required by the University.
- Supports the department by the performing all other duties as assigned by the supervisor.

Qualified applicants may send their application letter addressed to the Chancellor **Chancellor, BatStateU – Pablo Borbon, Dr. Expedito V. Acorda**, thru **Dr. Gina D. Bonifacio Head of HRMO**, together with your updated resume, transcript of records and other credentials at recruitment.pb@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Assistant II**. Submission of application is only from **January 25, 2021 to February 03, 2021**.

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 1804.