



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 – SG 6
(Under Job Order Status; To be assigned at the Office of the Vice Chancellor for Academic Affairs, BatStateU - Pablo Borbon)

Education: At least a graduate of 4-year baccalaureate degree program

Experience: At least 2 year experience

Expertise: Computer, Communication, Office Management

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Greets visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Transact with visitors, parents, students and other guests concerning different queries.
- Coordinate the flow of information both internally and externally.
- Complete forms in accordance with company procedures.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Distribute meeting notes, routine correspondence, and reports.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Conduct searches to find needed information, using such sources as the Internet.
- Coordinate conferences and meetings.
- Performs other tasks assigned by the immediate supervisor (Vice Chancellor)
- Prepares reports, narrative essay and other documents needed by the Office of the Vice Chancellor for Academic Affairs.
- Accompanies the Vice Chancellor in meetings and other official functions as deemed necessary.
- Makes/sets appointment schedules on important matters for the Vice Chancellor.
- Operate office equipment such as copiers, and phone systems, and use computers for spreadsheet, word processing, electronic mail, and other applications.

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 Aide VI**. 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.