



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 I – SG 7
(Under Job Order Status; To be assigned at the Research Management
Services, BatStateU - Central)**

Education: Bachelor's degree in English, Journalism, Communications, or any Engineering related field.

Experience: At least 1 year relevant experience

Expertise: Excellent written and verbal communications skills. Proficient with Microsoft Office Suite and Google Docs

Salary Grade 7 – (112.21/hour)

Duties and Responsibilities:

- Encode, design and lay-out the materials / documents for the publication of research journal, both online and in print;
- Monitor on-line paper submission;
- Manage the website of the University online journal.
- Coordinate with appropriate offices, matters pertaining to office supplies and other materials necessary for publication, both printed and on-line; and
- Perform other duties as may be assigned by the immediate supervisor from time to time.

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 **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Assistant I – Research Management Services**. Submission of application is only from **January 26, 2021 to February 04, 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 1104.