



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 CONAHS Dean’s Office -
BatStateU - Pablo Borbon)**

Education: Degree on Business/ Communication / IT

Experience: At least 2 year work experience in clerical and administrative functions

Expertise: Computer, Communication, Office management

Salary Grade 6 – (105.85/hour)

Duties and Responsibilities:

- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
- Answering telephones and give information to callers, take messages or transfer calls to appropriate individual.
- 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 system 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 letter.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Conduct searches to find needed information, using such sources as the Internet.
- Coordinate conferences and meeting
- Performs other tasks assigned by the immediate supervisor (Dean)
- Prepares report, narrative essays and other documents needed by the office of the Dean of CONAHS.
- Accompanies the Dean in meetings and other official functions, as deemed necessary.
- Makes / sets appointment schedules on important matters for the Dean
- Operate office equipment such as copiers, and phone systems and use of computers for spreadsheet, word processing, electronic mail, and other applications.

Qualified applicants may send their application letter addressed to the **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 **February 15, 2021 to February 24, 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.