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 ICT Services, BatStateU - Central)
    Education: Degree on any IT – related program.
    Experience: At least 5 years' experience in the field or in a related area, knowledge of office management systems and procedures and proficient in ICT – related software.
    Expertise: Office management system and procedures relative to ICT functions
    Salary Grade 8 – (119.35/hour)

    Duties and Responsibilities:

    - Provide support and first line response to general ICT enquiries from clients via phone, emails, and direct contact.
    - Process service request for installation and repair of new and existing computer units, peripherals and another ICT – related devices, and telephone and internet connection.
    - Compare subscribed data, as displayed on a visual screen with source document, correct any error and produce an output/document:
        a. Creating log in for employees of Central admin for their portal
        b. Creating Gsuite accounts for all employees of Central admin and resetting of password.
        c. Register employee's biometrics to secure daily time record
        d. Creating and updating of ID records of employees of Central admin
        e. Uploading and posting of content requested by the Central admin to the website as content contributor.
    - Undertake regular and ad hoc approved updates to the database to the of the system
    - Proactive dissemination of relevant ICT related information to the users of the system
    - Management of relevant ICT documentation records
    - Provide 1st level support including root cause analysis and case escalation to programmer, system and network administrator, timely resolution of issues and problems, monitoring, implementing necessary measures with the coordination of Computer and Network technicians;
    - Work with programmer and system administrator in problem determination for processing errors and resolution of them for both the test and production.
    - Consolidate accomplishment reports to secure the semi-monthly salary
    - Perform other ICT – related administrative tasks as assigned by the supervisor.

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 II at ICT Services.** Submission of application is only from **February 09, 2021 to February 18, 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.