



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 HRMO - Central, BatStateU – Central)

Education: Graduate of Bachelor's degree in Human Resource Management or any related course

Experience: Preferably with one year related experience

Expertise: Knowledge in Human Resource Management specifically in Compensation and Benefits, Office Management, Written and Oral Communication Skills, Customer Relations, Advance Knowledge in Computer Operations and Applications

Salary Grade 8 – (119.35/hour)

Duties and Responsibilities:

- Assists in the preparation of data and documents related to PRIME HRM accreditation;
- Drafts, and/or finalizes reports, advisories, letters and other documents and ensures all information are accurate and complete;
- Gather specific data and information from different departments with regard to the implementation, monitoring and evaluation of programs as specified by the undersigned;
- Reviews and evaluates the contents of incoming communications (request letters from different departments and/or campuses) as to its completeness and compliance to applicable rules and regulations that needs to be signed by the immediate supervisor;
- Follow-up deadlines of specific/data to the designated offices/departments;
- Receives, logs, and files variety of documents and other communication letters;
- Answers the telephone, takes and relays messages and responds to phone inquiries;
- Compile and organize, update and maintain all files and records;
- Disseminate important academic and non-academic information to different colleges and offices; and
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

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.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Assistant II**. Submission of application is only from **April 14, 2021 to April 23, 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.