



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 VIP Corals, BatStateU - Central)**

Education: BS degree in Biology, Marine Biology or related courses in the natural sciences.

Experience: At least one (1) year of relevant working experience.

Expertise: Knowledgeable in MS Office Software (at the minimum)

Salary Grade 7 – (117.13/hour)

Duties and Responsibilities:

- Coordinate internally and externally funded projects of the center within and outside the University.
- Consolidate accomplishment and financial reports of the center including both internally and externally funded projects.
- Assist in writing accomplishment reports and bookkeeping of the center including both internally and externally funded projects.
- Assist the faculty researchers and project staff with their administrative function.
- Provide additional support (organizational, logistical, management, etc.) when needed.
- Request or acquire equipment or supplies for the center.
- Manage and respond to inquiries (emails or calls).
- Prepare, maintain, and update website materials.
- Prepare other articles, reports, and presentations.
- Other duties and responsibilities assigned by the Center Head.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC 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 I at VIP Corals**. Submission of application is only from **August 18, 2021 to August 27, 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.