



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 Office of the VP for Research, Development and Extension Services, BatStateU - Central)

Education: Must be a graduate in business or any related course

Experience: Experience in Admin/Clerical Function with accounting background (preferred but not required) Computer-literate. Fresh graduates are welcome to apply.

Competencies: MS Office proficient. Procurement handling and management. Know-how in basic accounting skills. Good communication skills

Salary Grade 6 – (110.45/hour)

Duties and Responsibilities:

Perform duties specializing in procurement management, specifically:

- Manage supply base and inventory of supplies/equipment
- Coordinate with the Procurement Office for transactions, procurement monitoring and updates etc.
- Prepare, track, monitor and record requisitions and purchase orders
- Inspect and receive order arrivals
- Communicate status of orders to management

Perform other tasks as may be required by the immediate supervisor and other University officials.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, Assistant Director of HRMO**, together with your **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Administrative Aide VI at RDES**. Submission of application is only from **October 26, 2021 to November 04, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

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.