

Job Description		
Position: Office Assistant for Ateneo Le Cordon Bleu Institute	Classification/Rank:	IPL:
Summary of Work Activities and Responsibilities:		
Provide administrative and logistical support to the daily operations of the Ateneo Le Cordon Bleu Institute (ALCBI).		
Main Duties and Responsibilities		
<ol style="list-style-type: none"> 1. Assist in the preparation of order for checks, purchase requisitions, job orders, and liquidation documents. 2. Monitor incoming and outgoing documents i.e. statement of accounts, PLDT bill, documents for delivery, requests for pick-up/purchase, etc. 3. Assist in recruitment (i.e. encoding, scheduling of interviews, timekeeping etc.). 4. Encode supplier and applicants' details, monitoring transmittals and job orders. 5. Handle inventory and canvass of supplies and equipment. 6. Assist in property management (i.e. check maintenance of facilities/equipment, cleanliness, etc.). 7. Assist in setting-up room and facilities for meetings. 8. Prepare weekly reports: <ol style="list-style-type: none"> a. Summary of Processed Applicants b. Print-out of uploaded job vacancies and results of viewing and incoming applications c. Encoding and monitoring requests and status for repair and maintenance; d. Summarizing requests for deliveries. e. Other information pertinent to Admin operation. 9. Perform all other tasks assigned by the Supervisor. 		
Knowledge, Skills and Abilities:		
<ol style="list-style-type: none"> 1. Computer literate (MS office, MS Access, database management) 2. Attention to details 3. Coordination and customer service skills 4. Organization and planning skills 5. Work management and ability to prioritize 6. Good verbal and written communication 7. Able to build strong rapport with team members and strangers instantly, earning trust quickly 		
Education and Experience Requirements:		
<ul style="list-style-type: none"> • College graduate, preferably BS Psychology, Education or Human Resources • At least 6 months relevant work experience • ADMU work experience and knowledge in academe processes is an advantage. 		
Direct reports		
None		

Updated by Aubrey M. Ty Head, Administrative Support Services Group AGSB-CCE	Date updated January 27, 2017
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