

For Immediate Hiring

The **Office of the Executive Director (OED)** of the Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) is looking for a result driven, analytical, detail oriented and resourceful individual to fill the vacancy for:

Executive Assistant II – Contract of Service (P 41,737.20/mo) SG 17

Qualifications:

- Civil Service Eligible - Professional or PRC Registered
- Must be a graduate of Bachelor's Degree in Business Management, Computer Science, Development Communication or related fields
- At least 2 years' experience
- With at least 16 hours of relevant training
- Result-oriented, resourceful, analytical and can work with minimum supervision
- Must be team-player, good working attitude, commitment and dedication and can work with minimum supervision

Job Description:

- Administers and manages the Executive Director's electronic calendar, including coordination of all appointments, meetings, and attendance to conferences and seminars;
- Prepare travel documents, such as Travel Order, designation of OIC, cash advances, reimbursement and other travel related documents of the Executive Director;
- Prepare communications and secure materials/ references requested by the Executive Director from PCIEERD divisions;
- Supervises in the orderly disposition of incoming documents, requests and communications;
- Assist in filing OED records and documents;
- Handles inquiries and requests;
- Performs other duties of a regular or special nature as assigned.

PCIEERD encourages interested applicants including persons with disability, members of the indigenous communities and any sexual orientation and gender identities to submit their *application letter, resume or PDS and other relevant documents* to pcieerdhr02@gmail.com on or before **February 05, 2019**. Please indicate the position (EA II) and division (OED) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.