

## For Immediate Hiring

The ***Human Resource and Institution Development Division (HRIDD)*** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result driven, analytical, detail oriented and resourceful individual to fill the vacancy for:

### **Project Assistant II – Contract of Service (P 19,538.40/mo) SG 8**

#### **Qualification:**

- Must be a BS Degree holder
- Knowledge and experience in records and office management is an advantage
- With good organizational skills
- At least one (1) year relevant experience
- Able to multi-task and work under pressure with minimum supervision
- Must be good in oral and written communication as well as interpersonal skills

#### **Job Description:**

- Encodes data for an effective storage and retrieval of information
- Collects and delivers intra- and inter-office correspondence and documents
- Maintains an orderly and effective filing system
- Provides assistance in the preparation of reports, presentation and other relevant information and materials
- Performs clerical and support staff activities
- Performs other duties that may be assigned from time to time

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](mailto:pcieerdhr02@gmail.com) on or before ***February 05, 2019***. Please indicate the position (PA II) and division (HRIDD) as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open.