



ANGELES ELECTRIC CORPORATION

## JOB DESCRIPTION

<b>POSITION TITLE:</b> ADMINISTRATIVE ASSOCIATE	<b>POSITION CLASS:</b>
<b>HOLDER OF POSITION:</b>	<b>REPORTS TO:</b> Executive Secretary
<b>DEPARTMENT:</b> OFFICE OF THE PRESIDENT	<b>TITLE OF SUBORDINATES:</b>  None
<b>SECTION:</b> EXECUTIVE SECRETARIAT	
<b>JOB OBJECTIVES:</b> To provide prompt and efficient administrative support to the daily operations in the Office of the President	
<b>SPECIFIC DUTIES AND RESPONSIBILITIES:</b> <ol style="list-style-type: none"><li>1. Greets visitors with the utmost courtesy and directs them to the appropriate offices and venues;</li><li>2. Receives, screens, and/or appropriately refers all incoming and outgoing calls and correspondence (e-mail, letters, faxes, etc.);</li><li>3. Handles documents with strict confidentiality;</li><li>4. Disseminates memos, reports, and other information to relevant superiors and colleagues;</li><li>5. Maintains cleanliness and orderliness in the office, including the filing system, by keeping files organized and easily accessible;</li><li>6. Assists in the planning of company events and special meetings, and takes minutes of meetings, whenever necessary;</li><li>7. Assists in handling or scheduling appointments or in making travel arrangements for the executives and in-office personnel;</li><li>8. Monitors office supplies and maintains office inventory;</li><li>9. Prepares and submits adequate reports as may be required from time to time;</li><li>10. Performs other tasks that may be assigned from time to time;</li><li>11. Performs other tasks inherent to the position;</li></ol>	

**JOB SPECIFICATIONS/QUALIFICATIONS:**

**Education** : Graduate of a 4-year College Course; preferably in Business Administration or a related Course.

**Experience** : Fresh graduates may apply

**Competencies** : Basic:

- Communication
- Results orientation
- Initiative
- Attentiveness
- Integrity

Functional:

- Planning and Organizing
- Interpersonal Skills
- Knowledge of database software, email systems, and office software

**Others** : Must meet all physical requirements

**WORKING CONDITIONS and PHYSICAL DEMANDS:**

An eight-hour duty in a well-ventilated office that requires the use of a computer, telephone, and other office equipment.

Prepared by:

**RACHELLE L. MAGDANGAL**  
HRD Supervisor

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Date

Recommending Approval:

**MYRA V. RIVERA**  
Vice President, Human Resources

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Date

Approved by:

**MARIA RITA JOSEFINA V. CHUA**  
President & CEO

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Date

Conforme:

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Date