



Unit 202 Campos Rueda Bldg., Urban Avenue, Brgy. Pio Del Pilar, Makati City, 1230  
(02) 8646-1636

JULY 26, 2024

**- J O B O F F E R -**

**DIANA BROWN**  
San Jose, Bulacan

Dear Ms. Brown,

Greetings from ABIC REALTY & CONSULTANCY CORPORATION! We are delighted to inform that you have been chosen to work with us as our **Admin Staff**. Commencing start will be on **Monday, July 29, 2024**. As such, we are offering you the following:

<b>Job Title</b>	:	<b>Admin Staff</b>
<b>Employment Type</b>	:	PROBATIONARY / FULL - TIME
<b>Starting Salary</b>	:	SEVENTEEN THOUSAND PESOS ONLY (Php17,000.00)
<b>Benefits</b>	:	Meal Allowance – 60php per worked day Paid Government Compensation (to be deducted to your salary) 13 <sup>th</sup> Month pro-rated Leave Credits – 1 year upon regularization HMO – upon regularization
<b>Reporting to</b>	:	APRIL ANNE SALUDARES & ANGELLE SARMIENTO
<b>Working Schedule</b>	:	Mondays – Fridays from 8:00AM – 5:00PM (can be beyond 5:00PM, depending on the tasked given, <u>SATURDAY WORK</u> is ONLY applicable when needed)

Thus, attached herewith your Job Offer is a copy of the Job Description for your reference. And after thoroughly deciding to accept our Job offer, kindly put your signature and send back to us on or before 5pm after receiving the Job Offer.

Sincerely,

**APRIL ANNE SALUDARES**  
HR/Admin

Received by:

\_\_\_\_\_  
Signature over printed Name



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### **Job Description – Admin Staff**

**Admin Staff** assist administrative managers in managing schedules, and generating reports. This role also requires a significant amount of communication and coordination with other staff and departments, including senior level officials.

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters and forms
- Assist in the preparation of regularly scheduled reports
- Manage and records all incoming and outgoing documents
- Document daily administrative tasks; maintain the record and files (whether it be a hard copy or electronic copy)
- Review the accuracy of all supporting documents before they are forwarded to the concerned team
- Monitor and archive documents
- Update the inventory of available supplies and materials; create requests of needed supplies
- Perform skilled and responsible administrative and clerical work
- Bank transactions if needed
- Other tasks that will be given related from time to time