

Synthesized Section Report for: Administrative Assistant.docx

PART II. ADMINISTRATIVE ASSISTANT ROLE AND RESPONSIBILITIES (first chunk)

SUB-PART A: JOB DESCRIPTION

Section 201. Job Title and Section

□•□The job title is Administrative Assistant, and the section to which this position belongs is Executive.

Section 202. Reporting Structure

□•□The Administrative Assistant reports directly to the Social Security Administrator.

Section 203. Essential Duties and Responsibilities

- Serve as executive secretary for the Social Security Administrator and Board of Trustees;
- Handle all incoming messages and phone calls;
- Arrange appointments;
- Prepare Administrator's correspondences;
- Prepare Board Meeting minutes for the Administrator and distribute to Board Members;
- Handle travel arrangements: conference/workshop registrations, airline, hotel, and car reservations; prepare travel authorizations and distribute travel packets;
- Maintain files for the Social Security Administrator and Board Members;
- Responsible for receiving, logging, filing, and distribution of all incoming and outgoing correspondences;
- Responsible for ensuring that SSA personnel records are updated and maintained;

- Responsible for ensuring that the SSA staff is adequately insured by the Agency's medical insurance policy;
- Arrange the monthly Board and Staff meetings;
- Prepare for office events, including holiday lunches, birthdays, anniversary (Date of Hire), and the Agency's annual anniversary celebration;
- Maintain supply of Agency's office supplies;
- Gather and compare quotations from different office supply companies;
- Process Purchase Order;
- Responsible for ensuring that managers and staff submit their monthly reports in a timely manner;
- Responsible for preparing timesheets;
- Perform other tasks as assigned by the Social Security Administrator.

Section 204. Supervisory Responsibilities

- The Administrative Assistant has no supervisory responsibilities.

Section 205. Qualifications

- To perform this job successfully, an individual must have at least a two-year degree in Office Administration or equivalent work experience;
- Must be computer literate with knowledge of Excel, Word, and other related office software;
- Must have well-developed communication and interpersonal skills;
- Must read and speak English and Palauan.

[Revised 05/03/2013]