**Job Title:** Administrative Assistant

**Section:** Executive

**Reports To:** Social Security Administrator

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to serve as executive secretary to the Social Security Administrator and the Board of Trustees. Other tasks include administrative duties in support of the Agency’s other operational sections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* 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.
* Responsible for arranging the monthly Board and Staff meetings.
* Responsible for preparing for office events, including holiday lunches, birthdays, anniversary (Date of Hire), and the Agency’s annual anniversary celebration.
* Responsible for maintaining 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.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

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.

**LANGUAGE SKILLS**

Must have well-developed communication and interpersonal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.