

Job Title:	Administrative Assistant
Reports to:	Finance and Admin Coordinator
Project Duration	Sept 2021- Sept 2022
Duty Station:	Quezon City
Type of Employment:	Project Based

About Asia Pacific Alliance for Disaster Management- Philippines

The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is part of a trans-national disaster aid alliance that works to facilitate cooperation and understanding between governments, private sector, and NGOs in the Asia Pacific Region.

A-PAD PH is a multi-sectoral platform for collaboration and cooperation between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and disaster preparedness initiatives. It is a framework for sharing resources, transferring knowledge and increasing capacities to address the vulnerabilities of peoples and communities. It aims to facilitate mutual cooperation to generate increased efficiency and effectiveness in preparedness, emergency response and disaster risk reduction thereby building a disaster resilient nation.

Project Title

Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration

Job Purpose

The Administrative Assistant will perform a variety of office support and/or secretarial duties for the organization. S/he will be responsible in providing administrative support and activities to staff in order to achieve project's objectives.

Duties and Responsibilities:

- Ensure administrative and secretarial support to the team, including daily correspondences, maintenance of filing system, printing and photocopying, updating official travel, scheduling and coordinating meetings for senior staff and
- Coordinates with project team for schedules and meetings
- Provide admin support during project activities
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs and maintaining equipment inventories

- Records and file minutes of staff meetings
- Canvass supplies and equipment pricing before purchasing
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Monitors and prepares staff daily time record for payroll
- Verifies administrative operational fund records
- Prepares bills and statement of accounts of all receivables/payables under the guidance of Finance Coordinator

Skills and Competencies:

- College graduate
- Experienced working with NGO is desired
- Good verbal and written communication skills
- Ability to work to deadlines with good prioritization and time management skills
- Reliable
- Takes initiative and ability to multi task
- Detail oriented and able to work independently