



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2019-078

OPENING DATE: 02/01/2019

CLOSING DATE: 02/14/2019

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

SALARY: GL-7/1-5, \$358.19 B/W

LOCATION: BUREAU OF PUBLIC HEALTH-CDU
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Interacts with patients to ensure that check in and check out at CDU Clinic is carried out efficiently.
- Communicate with patients, clients, employee and other individual to answer questions, disseminate or explain information and address complains.
- Calling patients for appointment reminders, follow up and rescheduling.
- Performs other administrative duties such as answering phones, referring inquiries and directing them accordingly; copying, faxing, typing filing, collating, completing requisitions, maintain inventory and disturbing office supplies, etc.
- Maintaining database, perform data entries and prepare reports as required.
- Maintain paper trail of documents for routine inter and intra office correspondence; communication outside the office relating to program activities.
- Perform other duties as assigned by supervisor

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least one (1) year of work related experience.