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 2020-128
OPENING DATE: 6/2/2020
CLOSING DATE: 6/15/2020

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

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

LOCATION: BUREAU OF AGING, DISABILITY & GENDER MINISTRY OF COMMUNITY & CULTURAL AFFAIRS KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Performs clerical work involving review and maintenance of financial records; posting entries and updates accounts.
- Monthly warehouse inventory, prepare and submit reports to nutrition program supervisor.
- Receiving orders from various vendors and procurement representative; verifies goods received in reports and other sources such as item cost and expiration dates.
- Prepares warehouse inventory on monthly basis; assists in balancing accounts and providing accuracy of recording and summaries.
- Issuing goods upon requests, rotating goods on first come first serve basis.
- Must be willing to work with senior citizens.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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