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 2020-130 
OPENING DATE: 06/08/2020 
CLOSING DATE: 06/19/2020

POSITION TITLE: SECRETARY/RECEPTIONIST

SALARY: GL-6/1-7, $343.54-$407.35 B/W

LOCATION: PALAU EQPB
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Attend meetings and prepare minutes or summaries of the meeting outcome.
- Answering phones and take messages or refer calls to appropriate staff member.
- Maintain calendar and plan meetings; Coordinate conference room schedules in advance of meetings; Assemble background materials and set up the meeting space.
- Handle incoming and outgoing mails and faxes.
- Review outgoing correspondence and ensure that appropriate materials are attached.
- Implement and maintain filing system, both electronic and paper.
- Draft press release.
- Help assist with the Earth Day Activities.
- Disseminate Board Information.
- Promote EQPB Outreach Activities.
- Update/maintain info on website.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least two (2) years of work related experience.