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## **Administrative Assistant (1)**

*DEPARTMENT: ADMINISTRATION*

*PLACE OF SERVICE: MANDALUYONG CITY, METRO MANILA, PHILIPPINES*

*DATE REVISED: SEPTEMBER 2009*

### **PURPOSE OF THIS POSITION:**

Working under the supervision of the Field Director, the Administrative Assistant manages, delegates or performs all the duties and functions of the administrative offices of ACTION Philippines. Maintains and organizes administrative responsibilities as given by the field administration in executive levels of operation and coordination so that each administrator can concentrate on their responsibilities. Supervises office employees. Manages the maintenance and upgrading of computers, facilities and equipment.

### **LIST OF RESPONSIBILITIES:**

1. Maintain administrative, archival and staff personnel files for organization.
2. Analyzes routine operating practices and procedures to include personnel, record keeping, performance standards, workflow and cost reduction, equipment and supply utilization, etc., to ensure smooth and efficient office operation.
3. Coordinate and supervise the use of facilities and equipment of the Administration Office.
4. Utilization of computer using Microsoft Office.
5. Supervise the maintaining of the monthly information flow, calendar of events, ACTION Team info and the emergency information file.
6. Typing and filing of administrative job assignments.
7. Supervision of the secretaries and maintenance coordinator in the functions of their job assignments.
8. Assist Human Resources Department, maintain and update the Missionary Handbook (to troubleshoot problems in the flow of communication and information between departments and offices both internationally and locally).
9. Collect from personnel and maintain missionaries' current bio-data for administrative needs (i.e. passport or visa, car insurance and registration, medical emergencies, etc.).
10. Coordinates the purchase of Administrative Office supplies.
11. Maintain a current inventory list of equipment and furnishings of the Administrative Office. Purchase equipment when it becomes old or beyond usefulness.
12. Supervise the responsibilities of the Annual Conference Coordinator, Member Care Coordinator, Medical Emergency Coordinator, and the Special Events Coordinator.

### **BRIEF DESCRIPTION OF MINISTRY:**

This position requires good analytical and problem-solving skills and an ability to communicate effectively both verbally and in writing. This person will maintain and organize administrative

responsibilities in coordination with the Field Director, Business Administrator and Human Resources Director so that each administrator can concentrate on their responsibilities. Supervise office employees and manages the maintenance and upgrading of computers, facilities and equipment.



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## **PREFERRED PRE-FIELD EXPERIENCE:**

**EDUCATION/TRAINING:** Preferably college graduate. (Minimum high school or GED with 5 years experience).

**BIBLE TRAINING:** Prefer one year minimum Bible college training (actual in class or correspondence course credit).

**EXPERIENCE:** Office environment works with 2 years computer word processing and data filing experience.

**LENGTH OF SERVICE:** Prefer 4-1/2 year term to career commitment.

**OTHER REQUIREMENTS:** Completion of a pre-field missionary training course is required.

Tagalog Level 2 of 4 recommended but not required.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated September 2009