JOB VACANCY

The

OFFICE OF THE REGISTRAR (TERTIARY)

is in need of

ONE (1) FULL-TIME OFFICE ASSISTANT

JOB SPECIFICATIONS (QUALIFICATIONS)

Education

At least two (2) years of college education or completion of a related two (2)-year vocational course in Secretarial Science or Office Administration; a bachelor’s degree in a related field will be a definite advantage.

Experience

No experience required since the requisite educational background and initial on-the-job training can provide required competence at point of entry.

Core competencies

Job applicant should exhibit the following mandatory job dimensions at point of entry:
- Technical Proficiency
- Office Machine Operations
- Industry and Perseverance
- Interpersonal Sensitivity
- Communication Skills

In addition, said applicant should be computer literate and capable of applying Microsoft Office Application Programs.

Special Competencies

It is advantageous for the job applicant to exhibit the following desirable job dimensions:
- Flexibility
- Initiative and Resourcefulness
- Attention to Details
- Creativity and Innovation

For any qualified job applicant, kindly prepare the following:
- Application letter
- Resume with picture
- Certified true copy of pertinent academic credentials from the Commission on Higher Education (CHED)

(N.B. Any submitted application with lacking documents will not be processed accordingly.)

Submit the aforementioned documents to:

ARNOLD Q. BARILLO
Human Resource Manager
Holy Cross of Davao College, Inc.
Sta. Ana Avenue 8000 Davao City