



FOR IMMEDIATE HIRING

Administrative Assistant

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of **Administrative Assistant**. The Administrative Assistant will be based at ICSC's main office in Quezon City. Majority of ICSC staff work remotely, with occasional in-person engagements in the main office as needed.

ICSC values diversity and is an equal opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to jobs@icsc.ngo on or before **June 21, 2024**:

- Letter of Intent (addressed to Ms. Junilyn Silvestre, Director for Administration and Finance)
- Resume (do not attach photos)

ABOUT THE ORGANIZATION

ICSC is an international non-government group advancing fair climate policy and low carbon, climate-resilient development. Based in the Philippines, it is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

TERMS OF REFERENCE

The Administrative Assistant shall perform an important role in observing transparency and accountability within the organization. S/he shall help ensure that the Admin policies, procedures and internal controls are implemented through providing assistance in travel, procurement, asset management and document safekeeping.

The Administrative Assistant shall report to the Organizational Support Manager and shall closely collaborate with ICSC's Administration and Finance Team.

A. Responsibilities

- a. Organizes the transportation requirements for official functions
- b. Provides support in booking accommodations and travels for official functions
- c. Provides assistance in organizing external events and internal activities of the organization
- d. Provides support in the implementation of the procurement process which includes filing of procurement documents
- e. Monitors and maintains asset inventory record
- f. Helps ensure that the office/workplace is properly maintained
- g. Provides support in filing, organizing and archiving organizational documents
- h. Helps track staff whereabouts
- i. Helps calendar meeting room reservations
- j. Provides support in the implementation of office policies and procedures
- k. From time to time, the Administrative Assistant shall undertake other duties as reasonably required by the role

B. Qualifications

- a. Bachelor's Degree in Office Administration or related field
- b. At least 1 year experience in the field of administration/office support functions, although newly graduates are welcome to apply
- c. Basic knowledge in office administration
- d. Attention to detail
- e. Proficient computer skills (Office Excel, Word, Powerpoint)
- f. Excellent written, verbal and organizational skills (including time management, handling multiple tasks, team work)