VACANCY ANNOUNCEMENT
Palau Community College

Position : Executive Secretary
Salary : $10,929 - $18,692 (depending on qualifications and work experience)
Location : Office of the President

Examples of Duties consist, but are not limited to:

- Provide administrative and clerical support to The Office of the President as well as other departments or individuals.
- Schedule meetings and arrange conference rooms.
- Alert directors/staff about cancelations or new meetings.
- Manage travel and schedule.
- Handle information requests.
- Prepare correspondences and stuff mail into envelopes.
- Arrange for outgoing mail
- Prepare statistical reports.
- Manage spreadsheets.
- Greet and receive visitors.
- Prepare confidential and sensitive documents.
- Coordinates office management activities.
- Determine matters of top priority and handle accordingly.
- Helps prepare office budget.
- Plans events and volunteer activities.
- Maintain office procedures.
- Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Operate office equipment, such as photocopy machine and scanner.
- Relay directives, instructions and assignment to executives.
- Receive and relay telephone messages.
- Direct the general public to the appropriate staff member.
- Maintain hard copy and electronic filing system.
- Prepare agenda for meetings.
- Takes and transcribes dictation.

Minimum Qualification/Requirements:
BA/BS/AA degree in office administration or related field. One year experience in office administration or related work experience preferred. Good working knowledge with Microsoft Word, Excel, PowerPoint, Access, and Publisher. Excellent communication skills. Proficiency in reading and writing (English/Palauan preferred). Excellent customer service skills.

General information:
Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu. Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER