Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor

Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

Steve Lefiti
Deputy Director,
WIOA

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: ***Administrative Assistant***	***Posting Date:*** ***January 11, 2022***	***Serial No.:*** ***014-22***
Department/Division: ***Public Health/ QA/QI- CHC***	***Closing Date:*** ***February 1, 2022***	***Announcement No.:*** ***004-22***

Type of Position: ***Permanent Appointment***	***Posting Type:*** ***Employment Opportunity/*** ***Open to Public***	***Pay Grade and Salary Range:*** ***GS 09 / $16,467 - $41,817 p.a.***

General Description:
Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports manager and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a Variety of the field's concepts, practices and procedures,

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others/. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/division.

Key Duties and Responsibilities:

- Answer and direct phone call
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Order office supplies
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Take dictation
- Research and creates presentations
- Generate reports
- Prepare and monitor invoices

- Develop administrative staff by providing information, educational opportunities and experimental growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for manager
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues

Knowledge, Skills and Ability:

- Must have proven admin or assistant experience
- Must have knowledge of office management systems and procedures
- Must have excellent time management skills and ability to multi-task and prioritize work
- Must have attention to detail and problem solving skills
- Must have strong organizational and planning skills
- Must be proficient in MS Office
- Must have reporting, administrative writing, Microsoft Office and Analysis Skills
- Must be professional
- Must have problem solving, supply management, inventory control skills
- Must have verbal communication skills
- Must have knowledge with Office Administration Procedures

Academic and Experience Requirements:

- Applicant must have an Associate Degree plus 4 years of work experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
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Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,

Lynn Pulou-Alaimalo
Director, Department of Human Resources

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