

(1) **ADMINISTRATIVE AIDE II**

Reporting to : Project Manager
Unit : Intendencia Project Management Team
Salary Grade : 2
Job Summary : Perform support clerical work for the implementation of the division's daily operation.

Knowledge, Skills, and Abilities:

- Knowledge in computer and clerical works.

Education and Experience:

- Completion of two (2) years college studies
- Experience and training non-required