



PALAU RED CROSS SOCIETY

P.O. Box 6043 Koror, Republic of Palau 96940

Tel | +(680) 488-5780 / 5781 Fax | +(680) 488-4540

Email | info@palauredcross.org Website | www.palauredcross.org

Facebook | www.facebook.com/palauredcross/

VACANCY ANNOUNCEMENT

Opening date: January 4, 2021

Closing date: January 22, 2021

Position	Administrative Services Manager
Location:	Palau Red Cross Office, Koror
Salary:	\$20,000 per annum
Reports to:	Executive Director
Supervises:	Administrative staff and volunteers
Purpose:	Manage the Administration Unit by overseeing the following services: office administration, office logistics, information technology, fleet management, asset management, and travel. Support the Executive Director in administrative and board duties.
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Responsible for coordination and management of the Administration Unit including but not limited to office administration and logistics, information technology, fleet and asset management, and travel• Responsible for ensuring all staff are well briefed in office administration, logistics, information technology, fleet management and travel policies and procedures• Responsible for recruitment, training, and management of volunteers for the Administration Unit• Support the Executive Director with the PRCS National Governing Board duties• Support the Executive Director in administrative duties• Perform other duties as assigned by Supervisor	
KEY SELECTION CRITERIA	
<ul style="list-style-type: none">➤ Bachelor's degree + one-year work experience in daily office operations OR Associate degree + five-year work experience in daily office operations➤ Fluent in English and Palauan languages (oral and written)➤ Proficient in Microsoft Office applications	

A Palau Red Cross a "Bedud er a Dmolech" el mo er a rokui el chad el kiei er a Belau.