



**American Samoa Community College**  
**Physical Facilities Management Division**  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Administrative Assistant  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

This position is directly under the supervision of the Physical Facilities and Management Officer. The role involves providing comprehensive administrative and technical support for the PFM team. Key responsibilities include managing timesheets and leave records for PFM staff, facilitating effective communication through phone and email, and delivering excellent customer service both to internal and external stakeholders. The position also requires maintaining accurate records and files, assisting with job order processing, and collecting and organizing operational data. Additionally, the role involves preparing order forms for supplies and equipment, managing correspondence and ensuring compliance with departmental policies.

**Responsibilities and Duties:**

**Administrative Responsibilities:**

- Prepare and Manage timesheets for Physical Facilities and Management (PFM) staff
- Monitor and update leave records for PFM personnel
- Answer and screen all phone call and emails for the PFM office
- Provide excellent customer service to internal and external stakeholders

**Technical Responsibilities:**

- Maintain accurate records and files for all PFM staff and office documents
- Assist in the preparation and processing of departmental job orders
- Collect and organize data related to all aspects of PFM operations
- Support the maintenance of equipment and facilities for PFM
- Prepare order forms, such as Purchase Requisitions (PR) for supplies and equipment
- Type and file all incoming and outgoing correspondence
- Ensure compliance with department policies and procedures

**Reporting**

- Assist in the preparation of departmental performance reports and analysis
- Ensure accuracy and clarity in all reports, presenting findings in a concise format
- Collaborate with team members to gather necessary data and insights for comprehensive reporting
- Perform additional relevant duties as assigned by the PFM Officer

**Minimum Qualifications:**

- Associate's degree
- Two to three years of progressive work experience in an administrative or technical support role
- Proficiency in Microsoft Office Suite (Word, Excel, etc.) and knowledgeable in the use of office equipment and machinery

- Strong writing and verbal communication skills, with demonstrated proficiency in creating documents and reports using MS Word and Excel

**Salary Range:** GS-09/06-10: \$22,240.00 - \$25,360.00 per annum

**Application Deadline:** December 6<sup>th</sup>, 2024 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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