



WE ARE HIRING

SR. EXECUTIVE ASSISTANT Office of the President and CEO

PERMANENT

JG 11

PHP 46,725.00

DESIRED QUALIFICATIONS

EDUCATION

- Bachelor's Degree Related to the field of Law, Management and Finance

EXPERIENCE

- With at least five (5) years of related experience

ELIGIBILITY

- Career Service (Professional) Second Level Eligibility/RA 1080 an advantage

TRAINING

- 24 hours of relevant training

KEY DUTIES AND RESPONSIBILITIES:

- Oversees examination of incoming documents addressed to the President and ascertains action to be taken, if necessary;
- Maintains the executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive in official meetings to attend in his/her behalf, if authorized;
- Monitors drafts of business letters and memos, compiles data for reports, creating computerized presentations, writing reports, transcribes dictation, edits, proofreads, and other information;
- Maintains company records. Responsible for setting up and managing both electronic and paper filing systems, as well as taking steps to maintain that the company is in compliance with all applicable record-keeping requirements;
- Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Completes projects by assigning work to clerical staff and follow up the results;
- Performs other related functions that may be directed by management from time to time.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to recruitment@lbpresources.com no later than **October 21, 2025, 5:00 PM**

- Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed. Forms can be downloaded at www.csc.gov.ph.
- Hard copy or electronic copy of the performance rating in the last rating period (if applicable);
- Hard copy or electronic copy of proof of eligibility/rating/license; and
- Hard copy or electronic copy of the Transcript of Records.

Note: Applications with incomplete documents shall not be entertained.

Application letter should be addressed to:
RICARDO C. JULIANO
President and Chief Executive Officer

Attention to:
MS. RUSTICA C. LOCSIN
OIC-Administrative and General Services
Department



Apply via QR Code