



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

EXECUTIVE ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Schedule and coordinate daily, weekly and monthly meetings and appointments.
2. Serve as liaison officer between management and staff of both internal and external groups and units.
3. Answer phone calls and directs all incoming calls to the appropriate party promptly and efficiently.
4. Sort and distribute incoming mail, prepares and transcribes correspondences and sends and receives electronic mails.
5. Attend meetings and takes minutes of the meeting.
6. Organize and maintain a filing system for records, reports and other documents.
7. Maintain office supplies inventory records and orders supplies as necessary.
8. Review and summarize miscellaneous reports and documents.
9. Analyze and resolve office administrative situations and problems.
10. Arrange travel schedules and reservations for management and staff as needed.
11. Perform client services functions and provides assistance and information to the general public.
12. Perform other tasks as may be assigned by the President or other officers from time to time.

QUALIFICATION STANDARDS

- Graduate of any four-year course with good scholastic records
- Preferably with at least 6 months related work experience
- Proficient with word processing & spreadsheet
- Good written and oral communication skills
- Basic information and records administration skills
- Basic knowledge in Office administration principles
- Basic knowledge in Principles of planning and organizing

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.