

POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration, Kosrae Branch Office	Opening Date: May 28, 2019
Position: Office Assistant	Closing Date: June 14, 2019
Salary: Band 1, Salary Ranging from \$5,000.00 - \$7,500.00 per annum <i>(depending upon qualification)</i>	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of an Office Assistant. This position reports directly to the State Branch Manager. Responsibilities for this position include assisting the Branch Manager and other Branch staff in ensuring that the Branch operates effectively, efficiently and competently and provides quality services/good customer relations with all dealing with the Branch, either in person or by electronic communication.

Nature of Work:

1. Assist in ensuring that the Branch is considered competent and efficient;
2. Keep the office in a tidy and presentable state at all times;
3. Carry out any instructions given or tasks allocated in a capable and prompt manner;
4. Maintain good customer relations at all times, both in person and by telephone and etc.
5. Carry out filing on a planned and regular basis, such that files can be retrieved easily and quickly at all times;
6. Ensure typing is error free and done in an efficient and professional manner;
7. Issue Social Security numbers only in accordance with standard practices;
8. Assist as required with claim processing and benefit check distribution;
9. Ensure that at all times, cash receipts, and any subsequent or related documentation are error free;
10. Makes sure office supplies are adequately maintained at all times;
11. Perform other duties as assigned.

Requirements of Work

Required to act always in an acceptable and pleasant manner with customers and other inquirers, have bookkeeping skills, must be windows-literate and must have a valid driver's license.

Education & Work Experience Requirements

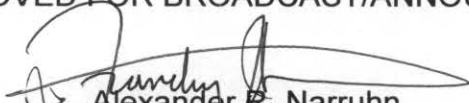
Position requires a minimum of Associate of Science Degree, with a major in Liberal Arts plus (2) two years of work experience in secretarial capacity.

Application Instruction

Any interested candidates should obtain application form at any Social Security Branch Offices or Headquarter. Submit the application or show postmark if mailed, no later than **June 14, 2019** along with diplomas and/or transcripts to any of the Social Security Branch Offices or to:

Federated States of Micronesia Social Security Administration
P.O. Box L
Kolonias, Pohnpei FM 96941

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:


Alexander R. Narruhn
Administrator, FSMSSA

05/27/19
Date