



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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CAREER OPPORTUNITY

The Palau Social Security Administration is looking for a qualified person to fill the position of:
Employer Services Manager

Job Title: Employer Services Manager

Salary Range: \$20,000 PLUS Per Year, negotiable depending on qualification.

Requirements:

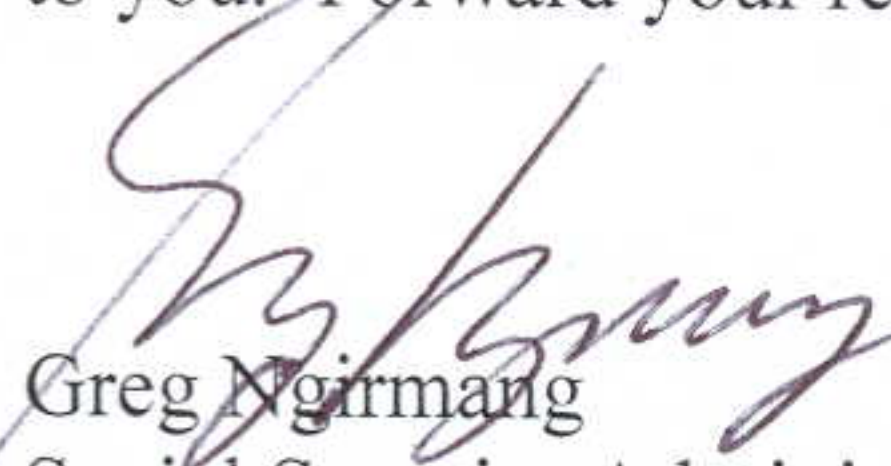
Must have Bachelor's Degree in Business Administration, Accounting, or a related field, with at least 3 years of supervisory work experience. Must have strong writing skills. Must have well-developed oral communication and inter-personal skills. Must be computer literate with knowledge of Microsoft Excel, Words, and other related office software. Must be fluent in both Palauan and English.

Job Description:

The position requires the person to manage the daily operations of a section. He/she will be responsible for evaluating, counseling and assigning tasks to section employees. Responsible for assigning and reviewing payroll audits conducted by the staff members. Responsible for resolving any issues an employer may have. Responsible for keeping track of delinquent accounts and referring appropriate cases to collection attorney as well as getting updates of the cases. Responsible for conducting outside workshops to potential entrepreneurs and existing business owners. Responsible for proposing procedures to Administrator when none exist to follow and must be able to write proposed procedures if approved by the Administrator. Responsible for implementation of organization's goals and objectives as directed by the Administrator. Responsible for writing quarterly newsletter articles. Responsible for verifying nightly deposits. Responsible for promoting a team-work environment and cooperation among employees.

Deadline for application: Open until filled.

If you are an innovative and a self-starter with excellent work ethics, positive attitude and not afraid of hard work; if you see an opportunity where others see a problem; if you think that status quo may not be good enough and you meet the above listed qualifications, we would like to talk to you. Forward your resume with a cover letter to the attention of Windy Erungel.


Greg Ngirmang
Social Security Administrator