

**Palau Conservation Society  
Vacancy Announcement 2008-01**

**Job Title:** Executive Assistant

**Salary Range:** Starting at \$15,000 to 18,000 depending on qualification.

**Location:** Palau Conservation Society  
Koror, Palau

**Position Reporting to:** Executive Director

**Closing Date:** October 24, 2008

**Overall Purpose of Position:**

1. To assist the Executive Director as required and needed. Specific responsibilities will include: 1. Provide clerical, secretarial, and administrative support to the Executive Director. 2. Drafting letters, communications, and other documents. 3. Scheduling appointments 3. Assisting with all communication including presentations. 4. Organizing and preparing Executive Director Expense report. 5. Arranging meetings or functions. 6. Arranging travel. 7. Perform other related tasks as needed.

**Essential Qualifications and Specifications:**

Education: College or University Degree

Experience: 3 to 5 years professional experience.

Knowledge and Skills: Computer (PC) and IT, Communications, desk-top publishing

Candidates must have strong skills in teamwork, communication, writing, project reporting, and basic accounting.

Attributes: Professional, proactive and collaborative spirit, works well with a range of stakeholders and team members, fluent in English and Palauan, experience in Palau

**Desired Qualifications and Specifications:**

Education: Bachelor Degree

Experience: 5-10 years professional experience

Knowledge and Skills: Computer (PC) and IT, Communications, desk-top publishing

Candidates must have strong skills in teamwork, communication, writing, project reporting, and basic accounting.

Attributes: Professional, proactive and collaborative spirit, works well with a range of stakeholders and team members, fluent in English and Palauan, experience in Palau

Please send a resume and a cover letter to [pcs@palaunet.com](mailto:pcs@palaunet.com) or fax it to (680) 488-3990. For further information please do not hesitate to call Mingrang Kloulechad at 488-3993/4716.