



CLARK INTERNATIONAL AIRPORT CORPORATION



Doc. Code: HRD-F-038

Effectivity Date: 17 August 2011

DOCUMENT TYPE: JOB DESCRIPTION

Revision No: 0

POSITION TITLE: MINUTES/AGENDA OFFICER

Page: 1 of 2

OFFICE OF THE CORPORATE SECRETARY

POSITION TITLE : Minutes/Agenda Officer Job Level : JL 9
 IMMEDIATE SUPERVISOR : Corporate Secretary

POSITION SUMMARY:

To provide administrative support to the Office of the Secretary such as organizing and making the necessary arrangements for the Board of Directors and Executive Committee meetings, recording Board of Directors and Executive Committee meetings and transcribing accurately the recorded meetings.

TASKS AND DUTIES:

1. Upon instruction of the Corporate Secretary, initially prepares the agenda for the Board of Directors and Executive Committee meetings;
2. Records Board of Directors and Executive Committee meetings and complements the Corporate Secretary in writing the minutes of the meetings;
3. Helps the Offices of Prime Responsibility (OPR) in such task as reproducing the needed documents/materials for the Board of Directors and Executive Committee meetings;
4. Prepares the Board of Directors and Executive Committee meetings and coordinates distribution to concerned offices and attendees;
5. Sends notices of Board of Directors and Executive Committee meetings to concerned offices or attendees;
6. Prepares the logistical requirements of the Board of Directors and Executive Committee meetings which include but not limited to venue, tables and chairs, sound system, transportation, and food for the attendees and monitors the smooth flow of the meeting by ensuring completeness of the logistics;
7. Initially prepares the Secretary's Certificate and endorses to Corporate Secretary for signature
8. Performs other duties and responsibilities as required.

QUALIFICATION STANDARDS:

1. Bachelor's degree holder preferably in Business Administration, Management, Engineering or a related course.
2. At least three (3) years experience in a related work area.
3. Must have average computer proficiency, familiar with word processing, spreadsheet and presentation software.
4. Must possess skills in office/project administration or management, project monitoring skills, file management and technical writing.
5. Must be analytical, can write crisp correspondence and reports.
6. Must be hardworking, trustworthy and proficient in interpersonal communications.
7. Willing to extend working hours when necessary.

MIA

CLARK INTERNATIONAL AIRPORT CORPORATION



Doc. Code: HRD-F-038

Effectivity Date: 17 August 2011

DOCUMENT TYPE: JOB DESCRIPTION

Revision No: 0

POSITION TITLE: MINUTES/AGENDA OFFICER

Page: 1 of 1

Prepared by:

MILANI I. REYES

Manager, Office of the Corporate Secretary

Reviewed by:

MARIE-TESSIBETH T. CORDOVA

Manager, Human Resources Department

Noted by:

VICTOR JOSE I. LUCIANO
President and CEO