



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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Career Opportunity with the Palau Social Security Administration

The Palau Social Security Administration has an opening in its Employer Services Section as follows:

Job Title: Employer Services Clerk

Salary Range: \$7,385.00 Per Year, negotiable depending on qualifications.

Requirements:

Must have at least a two-year degree in Business Administration, Accounting or equivalent work experience. Must have well-developed communication and interpersonal skills. Must be computer literate with knowledge of Microsoft Word and Excel. Willing to train the right applicant. Must be fluent in English and Palauan.

Job Description:

- 1) Perform messenger duties, run errands at least twice a day, therefore be required to drive vehicles. Must have a valid driver's license.
- 2) Assist with data entries.
- 3) File, scan and maintain all Employers' file.
- 4) Update relevant information into the employee and employer Social Security Administration master file.
- 5) Maintain and update Employers and Domestic Helpers Records
- 6) Process Error Charges and update appropriate spreadsheets
- 7) Answer all incoming telephone calls regarding error charges and any related matters
- 8) Make phone calls to obtain specific data.
- 9) Performs other clerical tasks in accordance with established procedures.

Deadline for application: Open until filled

Pick up an application at the Social Security office or call Melinda Mills at the above number if you have any questions.