



DEVELOPMENT BANK OF AMERICAN SAMOA  
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

## **EMPLOYMENT OPPORTUNITY**

**Position: Administrative Assistant for ARPA DBAS Maota Affordable Loan Project**

### **Responsibilities:**

1. Perform executive level administrative tasks of a confidential nature including but not limited to composing letters, reports, and memoranda, making photocopies, filing, distributing mail, and so forth.
2. Maintain an organized workflow with all DBAS MAOTA Affordable Loan Project (MALP) appointment schedules by planning and scheduling appointments, meetings, and conferences.
3. Receive and interact with all DBAS MALP clients.
4. Answer phone calls, take messages, and answer inquiries within assigned scope of responsibilities.
5. Maintain files of DBAS MALP.
6. Compiles DBAS MALP division reports for monthly board meetings and provide transcription of the minutes the meeting.
7. Assist with DBAS MALP Community Workshops and other related activities.
8. Maintain a library of DBAS MALP bank documents, policies and procedures to ensure compliance.
9. Perform any other duties as assigned by the President.

### **Minimum Qualifications**

- Associate degree in Business Management or Public Administration or equivalent with one to two years (1-2) of experience.
- Excellent Customer Service
- Good interpersonal and public relations skill
- Proven ability to handle confidential information with discretion
- Good understanding of cultural protocol
- Sound analytical, creative, and problem-solving abilities
- Ability to meet deadlines
- Good project/time management skills
- Ability to work independently
- Speak and understand English and Samoan
- Must have current driver's license

**Applications available on the second floor of Development Bank Building located in Pago Pago. Please submit Completed Application at the Development Bank Office or email [eterei@dbas.as](mailto:eterei@dbas.as) **Deadline to apply: October 7, 2022 at 4:00pm****