

- (6) Maintains working relations with the appropriate bank personnel and liaison with the representatives of the local government, as instructed by the supervisor by: 5%
- communicating through telephone conversations or personal visits, receiving their various representatives, and initiating correspondence for the signature of his supervisor.
- (7) Assists in providing material services for the Post by: 2%
- making local purchases as required and in conjunction with the Office Manager.
- (8) Performs other duties, such as acting as custodian of the official funds and ensuring proper safekeeping of the Post, and maintaining files of financial authorities, rent and utility shares due, hospitality advances and other pertinent data. 5%

INCUMBENT

SUPERVISOR

DATE

DATE