

ARM RESOURCES INC.

URGENT HIRING!!!

❖ HELPERS (100)

- ✓ Male
- ✓ 25-45 years old
- ✓ High school graduate
- ✓ Flexible and hardworking

❖ REFRIGATOR & AIRCON TECHNICAN (25)

- ✓ Male
- ✓ 25-40 years old
- ✓ Vocational courses is okay to apply
- ✓ With at least 6 months experience
- ✓ Flexible and hardworking

❖ DRIVERS (100)

- ✓ Male :
- ✓ 25-45 years old
- ✓ High School graduate is okay to apply
- ✓ With professional driver's license
- ✓ Can drive manual and automatic
- ✓ With at least 6 months experience
- ✓ Flexible and hardworking

❖ **MACHINIST (25)**

- ✓ **Male**
- ✓ **25-30 years old**
- ✓ **Vocational courses is okay to apply**
- ✓ **With experience as a machinist**
- ✓ **Flexible ario willing to be trained**

❖ **FORKLIFT OPERATOR**

- ✓ **Male**
- ✓ **25-40 years old**
- ✓ **Vocational courses is okay to apply**
- ✓ **With experience as a forklift operator**
- ✓ **Can operate reach truck & counter balance**

❖ **Housekeeping Attendant (20)**

- ✓ **Female**
- ✓ **21 years old to 29 years old**
- ✓ **At least 5'2 in height**
- ✓ **Graduate of HRM or Tourism or any related course**
- ✓ **With work exp or OJT experience in Housekeeping**
- ✓ **With pleasing personality**
- ✓ **Willing to be assigned in NCR Area.**

❖ **Sales Executive (10)**

- ✓ **Preferably female but not required**
- ✓ **27 years old below**
- ✓ **Preferably graduate of Marketing or any Business Course**
- ✓ **With pleasing personality**
- ✓ **With good communication skills**

❖ **Office Staff (35)**

- ✓ **Male or Female**
- ✓ **4 years grad of any business course**
- ✓ **With or without experience**
- ✓ **Knows how to do clerical works**
- ✓ **20- 32 years old**

- ✓ Knows how to use V look-up
- ❖ **HR Compensation and Benefits (25)**
 - ✓ Male or Fpmale
 - ✓ Graduate of BS Psychology or HRDM or any related course
 - ✓ OJT Experience in HRD is a plus
 - ✓ 27 years old below
 - ✓ Can handle pressu re
- ❖ **HR Recruitment Associate (25)**
 - ✓ Male or Female
 - ✓ Graduate of BS Psychology or HRDM or any related course
 - ✓ OJT Experience in Recruitment is a plus
 - ✓ 27 years old below
 - ✓ Can handle pressure
- ❖ **IT Staff (25)**
 - ✓ Male or Female
 - ✓ Graduate of 4 years IT related or computer course
 - ✓ Not more th an 27 years old
- ❖ **Event Staff**
 - ✓ Male Only
 - ✓ Graduate of AB Masscom/Advertising/ Journalism
 - ✓ Excellent Communication skills
- ❖ **Company Nurse (10)**
 - ✓ Male or Female
 - ✓ Graduate of BS Nursing
 - ✓ With or without experience
 - ✓ RN is a plus
 - ✓ 30 years old below
 - ✓ Can handle pressure
- ❖ **Claims Processor (10)**
 - ✓ Male or Female

- ✓ **Graduate of BS Customs Administration**
- ✓ **Licensed Customs Broker is an advantage**
- ✓ **Willing to start immediately**
- ✓ **With or without experience**

❖ **Billing Assistant/Accounting Staff**

- ✓ **Male or Female**
- ✓ **20 to 32 years old**
- ✓ **Graduate of BS Accountancy**
- ✓ **CPA is an Advantage**