

BENCH/ URGENT HIRING!!!

❖ STORE SUPERVISORS - 30

- ✓ **Male / Female;**
- ✓ **Graduate of any 4-year course;**
- ✓ **Excellent written, oral, and verbal communication skills; o Must have customer service skills;**
- ✓ **Must have PC skills, including the ability to use Microsoft Office Suite; o Candidate must have a customer-oriented personality;**
- ✓ **With clear demonstration of teamwork, people skills, initiative, adaptability, analytical thinking, and problem solving capacity**

❖ CASHIERS / SEASONAL CASHIER - 30

- ✓ **Female; 18 and above**
- ✓ **At least college level of any course;**
- ✓ **At least 6 month - 1 year proven working experience in retail cashier or sales;**
- ✓ **Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc);**
- ✓ **Strong communication and time management skills;**
 - o **Customer satisfaction-oriented;**
 - o **Attention to detail and mathematical skills;**
 - o **Sales skills, an advantage**

❖ STOCK CLERKS / SEASONAL STOCK CLERK - 30

- ✓ **Male; 18 and above**
- ✓ **At least college level of any course; o At least 6 month - 1 year proven working experience in retail store or any related industry; o Clerical Skills: Computer skills, filing and keep accurate records to track inventory; o Attention to Detail: must make sure to pick up the right items and put them on the right shelves;**
- ✓ **Customer satisfaction-oriented; o Sales skills, an advantage**

❖ SALES CREWS / SEASONAL SALES CREW - 30

- ✓ **Male / Female; 18 and above o HS Graduate;**
- ✓ **Working experience in retail store an advantage but not required; o Listening Skills required;**
- ✓ **Having a friendly and engaging personality; o Should have a confident manner; o Must be helpful and polite;**
- ✓ **Physically fit; o Able to work as part of a sales team; o Knowledge of inventory techniques; o Should be of a smart appearance and articulate.**

❖ VISUAL MERCHANDISER HELPER - 1

- ✓ **Male / Female; 18 and above o At least HS Graduate;**
- ✓ **Working experience in retail store an advantage but not required; o Willing to learn Visual Merchandising;**

❖ **FACIALISTS - 5**

- ✓ **Female; 18 and above; o At least college level;**
- ✓ **At least 6 months work experience in beauty & healthcare**

❖ **DELIVERY TRUCK DRIVER - 30**

- ✓ **High school graduate, with 20/20 vision; o With 3-5 years driving / working experience; o Possesses driver license w/ restriction code of 2 and 3;**
- ✓ **Knowledgeable in places w/in Metro Manila area and nearby provinces; o Willing to be assigned in Tanyag, Taguig**

❖ **TRAILER TRUCK DRIVER - 30**

- ✓ **High school graduate, with 20/20 vision; o With 3-5 years driving / working experience; o Possesses driver license w/ restriction code of 2,3, and 8; o Knowledgeable in places w/in Metro Manila area and nearby provinces o Willing to be assigned in Tanyag, Taguig**

❖ **BUILDING MAINTENANCE / ELECTRICIAN - 30**

- ✓ **Graduate of any Technical Course or with 1 to 2 years work experience may be considered for Diploma; or with TESDA Certification;**
- ✓ **Can perform electrical troubleshooting and plumbing and other maintenance works and repairs;**
- ✓ **Honest, hard-working, flexible and responsible; o Willing to do field works and extend working hours o Willing to be assigned in Tanyag, Taguig**

❖ **MACHINE OPERATOR - 30**

- ✓ **At least high school graduate , with experience as Machine Operator; o Capable to lift**
- ✓ **Willing to be assigned in Tanyag, Taguig**

❖ **FORKLIFT OPERATOR - 10**

- ✓ **With experience as Forklift Operator; o Preferably with TESDA Certificate; o With Driver's License restriction 1,2,3 o Willing to be assigned in Tanyag, Taguig**

❖ **ACCOUNTING ASSISTANT - 3**

- ✓ **Female, single**
- ✓ **Graduate of BS-Accountancy, Fresh graduate or at least with 1-2 years working experience in Journal Voucher preparation/ entry analysis, bank reconciliation, physical inventory taking/ preparation of audit report and other related works;**
- ✓ **Preferably with knowledge in all aspects of accounting work; o Computer literate, persistent and can work under pressure.**

❖ **WAREHOUSE HELPER - 30**

- ✓ **Male;**
- ✓ **At least high school graduate; o Computer literate;**
- ✓ **Willing to work overtime and on weekends; o Good work attitude; o Medium to big built;**
- ✓ **Willing to work in Tanyag, Taguig**

❖ **ENCODER - 30**

- ✓ **Male;**
- ✓ **Preferably college graduate; o Computer literate;**
- ✓ **Willing to be assigned in Tanyag, Taguig**

❖ **MASON / CARPENTER - 1**

- ✓ **High School Graduate / Tesda**
- ✓ **Work Experience Desired: From Building Construction o Other Traits: Honest and Resourceful; Flexible to work overtime o Male**