

# **TOPSERVE SERVICE SOLUTIONS, INC.**

## **URGENT HIRING!!!**

### **❖ DRIVERS (50)**

- ✓ MALE APPLICANTS
- ✓ AGE: 21-40 YEARS OLD
- ✓ WITH DRIVERS LICENSE RES 123
- ✓ CAN DRIVE 4-6 WHEELER TRUCK
- ✓ KNOWLEDGEABLE IN DIFF. AREAS IN METRO MANILA & SOUTH LUZON
- ✓ TO BE ASSIGNED IN THE FF AREAS:
  1. PASAY
  2. PARANAQUE
  3. PASIG
  4. TAGUIG
  5. MANDALUYONG
  6. QUEZON CITY
  7. MARIKINA

## ❖ SALES ASSOCIATE (100)

- ✓ ATLEAST COLLEGE LEVEL
- ✓ MALE (5'6") OR FEMALE (5'2")
- ✓ PREFERABLY WITH 6-MONTHS EXPERIENCE AS A SALES CLERK &/or CASHIER
- ✓ WITH NO DENTAL CARRIERS
- ✓ TO BE ASSIGNED IN THE FF AREAS:
  1. QUEZON CITY
  2. TAGUIG
  3. PASIG
  4. MARIKINA
  5. MUNTINLUPA
  6. PASAY
  7. MAKATI
  8. MANDALUYONG

## ❖ OFFICE ASSISTANT, ADMIN ASSISTANT, MARKETING ASSISTANT (50)

- ✓ GRADUATE OF ANY 4-YEAR COURSE
- ✓ MALE OR FEMALE
- ✓ WITH PLEASING PERSONALITY
- ✓ WITH GOOD WRITTEN & ORAL COMMUNICATION SKILLS
- ✓ TO BE ASSIGNED IN MAKATI, MUNTINLUPA, ORTIGAS, PASIG, TAGUIG OR QUEZON CITY

## ❖ **MEDICAL ENCODERS (100)**

- ✓ GRADUATE OF BS NURSING, MEDICAL TECHNOLOGY OR ANY RELATED COURSE
- ✓ MALE OR FEMALE
- ✓ PROFICIENT IN MICROSOFT OFFICE
- ✓ TO BE ASSIGNED IN MAKATI
- ✓ AT LEAST 3<sup>RD</sup> YEAR COLLEGE UNDERGRADUATE OF ANY MEDICAL COURSE

## ❖ **MOTORIZED MESSENGER (30)**

- ✓ AT LEAST HIGHSCHOOL GRADUATE OR COLLEGE LEVEL
- ✓ MALE; AGE 21-40 YEARS OLD
- ✓ KNOWLEDGEABLE IN AREAS IN METRO MANILA
- ✓ WITH EXPERIENCE AS A COURIER, MESSENGER OR COLLECTOR
- ✓ WITH DRIVERS LICENSE
- ✓ WITH NBI CLEARANCE
- ✓ WITH GOOD INTERPERSONAL SKILLS
- ✓ HARDWORKING, HONEST & FLEXIBLE

## ❖ **BRAND AMBASSADORS (100)**

- ✓ AT LEAST COLLEGE LEVEL
- ✓ MALE (5'7")/ FEMALE (5'4")
- ✓ AGE: 21-28 YEARS OLD
- ✓ WITH EXPERIENCE IN HIGH-END PRODUCT SELLING
- ✓ WITH PLEASING PERSONALITY
- ✓ WITH GOOD COMMUNICATION SKILLS
- ✓ WITH ABOVE MINIMUM SALARY OFFER

## ❖ **BEAUTY CONSULTANTS (50)**

- ✓ AT LEAST 2<sup>ND</sup> YEAR COLLEGE LEVEL
- ✓ MALE OR FEMALE
- ✓ AGE: 21-35 YEARS OLD
- ✓ WITH EXPERIENCE IN THE SAME FIELD
- ✓ FREELANCE MAKE-UP ARTIST ARE WELCOME TO APPLY
- ✓ WITH GOOD COMMUNICATION & SELLING SKILLS

## ❖ **NURSING ASSISTANTS, LABORATORY ASSISTANTS, CLINIC ASSISTANTS (50)**

- ✓ GRADUATE OF ANY MEDICAL ALLIED COURSE
- ✓ VOCATIONAL COURSE GRADUATE OF CAREGIVING COURSE, HEALTH CARE SERVICES OR PRACTICAL NURSING
- ✓ MALE OR FEMALE
- ✓ PREFERABLY WITH EXPERIENCE IN THE RELATED FIELD OPEN IN SHIFTING SCHEDULE
- ✓ WILLING TO BE ASSIGNED IN BGC TAGUIG OR SAN JUAN, MANILA

## ❖ **HOSPITAL NURSES, HEMODIALYSIS NURSES(50)**

- ✓ REGISTERED NURSE
- ✓ WITH RELEVANT TRAINING RELATED TO THE POSITION
- ✓ PREFERABLY WITH BLS, ACLS
- ✓ SALARY IS NEGOTIABLE