

3JMY MANPOWER RESOURCES INC.

URGENT HIRING!!!

❖ INBOUND CUSTOMER SERVICE (50) REPRESENTATIVE

-Paseo De Magallanes Area

- ✓ Male/Female
- ✓ At least College Level
- ✓ Computer Literate (MS Word/MS Excel)
- ✓ Good verbal and written communication
- ✓ Willing to be trained
- ✓ Willing to work office hours from Mondays-Fridays only
- ✓ Willing to be assigned in Magallanes, Makati City

❖ OUTBOUND SALES AGENT (50)

-Paseo De Magallanes Area

- ✓ At least College Level
- ✓ Male/Female
- ✓ Have Good Telephone etiquette
- ✓ Computer Literate (MS Word/MS Excel)
- ✓ Willing to be trained
- ✓ Willing to work office hours from Mondays-Fridays only
- ✓ Willing to be assigned in Magallanes, Makati City

❖ **MEDICAL CLAIMS PROCESSOR (50)**

-To be assign on the nearest hospitals within the vicinity of Muntinlupa

- ✓ **Male/Female**
- ✓ **Must have completed at least 2 years of tertiary education in a medical related course**
- ✓ **Good oral and written communication skills, competent in handling patient's concerns and inquiries**
- ✓ **Pleasing personality and confident to meet and speak with people in different levels of the organization**
- ✓ **Comfortable using computers and working knowledge in MS Office and MS Excel**
- ✓ **Willing to be assigned in Hospitals and Clinics around North /South Area.**

❖ **FOOD SERVER (20)**

-To be assigned in Malls along Metro Manila

🗑 **Male and Female**

🗑 **At least 2 years any related in Food and Beverages course**

🗑 **At least 1-year experience in Food Handling Services**

❖ LINE COOK (20)

♻ Male

♻ At least 2 years experience in any Food Industry

♻ College Level

❖ KITCHEN HELPER/ KITCHEN STEWARD (20)

-To be assigned in Malls along Metro Manila

♻ Male

♻ At least High School Graduate

♻ At least 1-year experience in said position

❖HOUSEKEEPING (40)

-To be assigned in Northgate Alabang

♻ Male/ Female

♻ At least High School Graduate

♻ At least 1-year experience in said position

❖TELEMARKETER (20)

♻ Female

♻ At least College Graduate

♻ Strong English Communication Skills

♻ Has Excellent Phone Manners

♻ Very Attentive