

ABSOLUTE EMPLOYMENT MANAGEMENT SOLUTION

❖ RECEPTIONIST

- ✓ **Female Only**
- ✓ **5'3" above in height, not more than 26 years old**
- ✓ **Graduate of any Four year course**
- ✓ **With or without experience**
- ✓ **Computer literate must be able to generate reports, flexible & can do multi-tasking job.**
- ✓ **Must possess a working knowledge in Customer Service**
- ✓ **Highly organized, dynamic, and systematic with leadership skills and people oriented**
- ✓ **Good communication skills both oral and written**
- ✓ **Willing to work in around Metro Manila**
- ✓ **With Pleasing personality**
- ✓ **Fresh graduate are encourage to apply**

❖ CUSTOMER SERVICE STAFF

- ✓ **Female Only**
- ✓ **5'3" above in height, not more than 28 years old**
- ✓ **Graduate of any Four year course**
- ✓ **With or without experience**
- ✓ **Computer literate must be able to generate reports, flexible & can do multi-tasking job.**

- ✓ **Must possess a working knowledge in Customer Service**
- ✓ **Highly organized, dynamic, and systematic with leadership skills and people oriented**
- ✓ **Good communication skills both oral and written**
- ✓ **Willing to work in around Metro Manila: Balintawak, Pasig, Makati, Manila, Alabang**
- ✓ **With Pleasing personality**
- ✓ **Fresh graduate are encourage to apply**

❖ ACCOUNTING ASSISTANT

- ✓ **Female/ Male, not more than 30 years old**
- ✓ **Graduate of Accountancy, Financial Management, or any Business related course**
- ✓ **With or without experience**
- ✓ **Computer literate must be able to generate reports, flexible & can do multi-tasking job.**
- ✓ **Must possess a working knowledge of Mathematics and Accounting principles**
- ✓ **Willing to work in around Metro Manila**
- ✓ **Fresh graduate are encourage to apply**

❖ AUDITING STAFF

- ✓ **Female/ Male, not more than 28 years old**
- ✓ **Graduate of Accountancy, Financial Management, or any Business related course**
- ✓ **With or without experience**
- ✓ **Willing to work in around Metro Manila**
- ✓ **Fresh graduate are encourage to apply**

❖ SALES STAFF

- ✓ Female, must 5'3 above in height
- ✓ Not more than 30 years old
- ✓ Graduate of any Four years course
- ✓ Dynamic, systematic and with leadership skills and people oriented
- ✓ Computer literate, must be able to generate reports and perform administrative tasks
- ✓ With experience in Pre-Sales and Alter-Sales
- ✓ Good communication skills both oral and written
- ✓ Required language: Tagalog/ English
- ✓ With Pleasing personality
- ✓ Willing to work in Makati City

❖ PROMODISER

- ✓ Male, must 5'6 above in height
- ✓ Female, Must 5'3 above in height
- ✓ Not more than 26 years old
- ✓ High school graduate or at least College level
- ✓ Dynamic, systematic and with leadership skills and people oriented
- ✓ With or without sales experience
- ✓ Good communication skills both oral and written
- ✓ Required language: Tagalog/ English
- ✓ With Pleasing personality
- ✓ Open Areas:
Makati/Taguig/Pasay/Parañaque/Muntinlupa/Pasig/Caloo
can/Manila and Quezon City

❖ SALES COORDINATOR

- ✓ Male/ Female not more than 35 years old
- ✓ Must be a Four year course graduate
- ✓ Computer literate, must be able to generate reports and perform administrative tasks
- ✓ Highly organized, dynamic, and systematic with leadership skills and people oriented
- ✓ With at least 2-3 years work(s) experience in related field is required for this position
- ✓ Good communication skills both oral and written
- ✓ Open Areas:
Makati/Taguig/Pasay/Parañaque/Muntinlupa/Pasig/Caloo can/Manila and Quezon City

❖ MERCHANDISER

(Fairview, Silang, Bacoor Cavite, Malolos & Baliuag Bulacan, Alabang, Balintawak, Commonwealth, Las Piñas, Makati, Manila Bay, Ortigas, Pampanga.)

- ✓ Male/ Female not more than 35 years old
- ✓ At least a College level
- ✓ With experience in related field(From any Hardware Trading and Merchandising Company)
- ✓ With Product knowledge in tiles, sanitary, plumbing, electrical, & appliance etc.
- ✓ Good in customer service skills and people oriented
- ✓ With pleasing personality

❖ DRIVER

- ✓ Male, Not more than 40 years old
- ✓ At least college level/ vocational course
- ✓ With Professional Driver's License with Restriction Code 1-2-3
- ✓ Knows basic trouble shooting, reliable, and willing to render overtime
- ✓ Familiar within Metro Manila and provincial areas
- ✓ Willing to work around Metro Manila

❖ AUDIO-VIDEO TECHNICIAN

- ✓ Male, Not more than 35 years old
- ✓ At least a graduate of Vocational Course or has finished TESDA Training (with Certification)
- ✓ With at least trouble shooting in Audio and Video experience
- ✓ Hardworking, and willing to take over time if necessary

❖ LABORATORY ANALYST

- ✓ Bachelor's Degree in Chemistry, Biochemistry or any related course
- ✓ Professional license in Chemistry is advantage
- ✓ With work experience in laboratory specializing in environmental analysis is required
- ✓ Proficient in using MS Office
- ✓ Highly organized and systematic
- ✓ Must be flexible and willing to extent working hours
- ✓ Willing to work in Makati City

❖ **MARKETING OFFICER**

- ✓ **Male / Female not more than 35 years old**
- ✓ **Graduate of any four year course**
- ✓ **With at least 1 year of minimum experience in the same position is required**
- ✓ **Team Player, Creative, Dynamic, systematic and with leadership skills and people oriented**
- ✓ **Computer literate, must be able to generate reports and perform administrative tasks**
- ✓ **With experience in Pre-Sales and Alter-Sales**
- ✓ **Willing to do field works if necessary**
- ✓ **Good communication skills both oral and written**
- ✓ **Required language: Tagalog/ English**
- ✓ **With Pleasing personality**
- ✓ **Willing to work in Makati City**

❖ **PRODUCT DEVELOPMENT ASSISTANT**

- ✓ **Male/ Female, Single**
- ✓ **Graduate of Four-year Engineering or IT related course**
- ✓ **Computer Literate**
- ✓ **At least 1 year experienced in related field**
- ✓ **Highly interested & passionate on advance technology**
- ✓ **Possess positive work attitude**

❖ FORKLIFT OPERATOR

- ✓ Male, not more than 40 years old
- ✓ At least college/ vocational course
- ✓ With at least 2 years minimum of experience is required for the position
- ✓ With Professional Driver's License with Restriction Code 1.2.3
- ✓ Knows basic trouble shooting, reliable and willing to render overtime
- ✓ Hardworking, Loyal and Honest
- ✓ Willing to work around Metro Manila