

BASIC INC.

**(BEST ALLIED SERVICES
INTEGRATED COMPANY
INCORPORATED)**

URGENT HIRING!!!

❖ SALES ASSOCIATES(50)

- ✓ College Graduate/Level (Bachelor's degree) any course
- ✓ With confidence and presentable
- ✓ With background in sales (at least 2 years)
- ✓ Background in sales for equipment, tools, construction supply is preferred but not required
- ✓ Background in client acquisition handling architects, engineer, or home builders or owners is a PLUS but not required
- ✓ Willing to be trained
- ✓ To be assigned in (ALABANG, PARAÑAQUE)

❖ SALES PROMOTER(50)

- ✓ Male/Female
- ✓ At least 6 months to 1 year of related work experience
- ✓ With pleasing personality
- ✓ Have a wide interest on techs (Mobile Phones, Tablets, Laptops etc.,)

- ✓ **To be assigned in (SM Mall of ASIA, Glorietta 2, SM Megamall, SM North EDSA)**

❖ SALES PROMOTER(50)

- ✓ **Male/Female**
- ✓ **At least 6 months to 1 year of related work experience**
- ✓ **With pleasing personality**
- ✓ **To be assigned in (SM Mall of ASIA, SM AURA, One Bonifacio Mall, Ayala Malls Bay Area)**

❖ RETAIL SALES PROMOTER(50)

- ✓ **Preferably MALE**
- ✓ **At least High School Graduate**
- ✓ **With pleasing personality**
- ✓ **With at least 6 months experience in retail/showroom selling**
- ✓ **Must have good communication skills**
- ✓ **Willing to be assigned at any branch**

❖ SALES CLERK DEMO(50)

- ✓ **MALE/FEMALE**
- ✓ **At least High School Graduate**
- ✓ **With pleasing personality**
- ✓ **With at least 6 months experience in sales**
- ✓ **Must have good communication skills**
- ✓ **Willing to be assigned at any branch**

❖ CASHIER(50)

- ✓ **Must have at least 6 months related experience as a cashier**
- ✓ **Female**

- ✓ At least 2nd year college undergrad
- ✓ Willing to be assigned at any branch

❖ **COOK(10)**

- ✓ **MALE**
- ✓ **High School Graduate / College Level (or TESDA Graduate with certificate)**
- ✓ **With at least 6 to 1 year of related experience in food industry**

❖ **DISHWASHER(10)**

- ✓ **MALE**
- ✓ **At least High School Graduate**
- ✓ **Flexible and Hardworking**
- ✓ **No experience required**

❖ **SERVICE CREW(50)**

- ✓ **MALE/FEMALE**
- ✓ **At least High School Graduate**
- ✓ **With experience is an advantage but not preferred**
- ✓ **Willing to be assigned in any branch**

❖ **TEAM LEADER(50)**

- ✓ **Male/Female**
- ✓ **With pleasing personality**
- ✓ **Graduate of any 4 year course**
- ✓ **With at least experience in handling staff/crew**
- ✓ **Customer service oriented**

❖ RECEPTIONIST/CASHIER(50)

- ✓ **Must have at least 6 months related experience as a cashier**
- ✓ **Female**
- ✓ **At least 2nd year college undergrad**
- ✓ **Willing to be assigned at any branch**

❖ ADMIN ASSISTANT(50)

- ✓ **Candidate must possess a Bachelor's degree in Business Administration/Office Management/Secretarial Information Technology**
- ✓ **Fresh Graduates are welcome**
- ✓ **With good interpersonal skills**
- ✓ **Computer literate especially with MS excel and Word**

❖ OFFICE STAFF(50)

- ✓ **Candidate must possess a Bachelor's degree in Business Administration/Office Management/Secretarial Information Technology**
- ✓ **Fresh Graduates are welcome**
- ✓ **With good interpersonal skills**
- ✓ **Computer literate especially with MS excel and Word**

❖ WAREHOUSE ASSISTANT(50)

- ✓ **Preferably MALE**
- ✓ **Undergraduate is accepted**
- ✓ **With or without experience**
- ✓ **Willing to undergo training**
- ✓ **Flexible and hardworking**

❖ **COLLECTION OFFICER(50)**

- ✓ **Candidate must possess a Bachelor's degree in Business Administration/Office Management/Secretarial Information Technology**
- ✓ **Fresh Graduates are welcome**
- ✓ **With good interpersonal skills**
- ✓ **Computer literate especially with MS excel and Word**
- ✓ **Good written and verbal communication**

❖ **DISPATCHER(50)**

- ✓ **Preferably MALE**
- ✓ **Undergraduate is accepted**
- ✓ **With or without experience**
- ✓ **Willing to undergo training**
- ✓ **Flexible and hardworking**

❖ **HR ASSISTANT(50)**

- ✓ **Bachelor's degree in Psychology, Human Resource Development Management, or Legal Management**
- ✓ **At least 1 to 2 years experience in Human Resources Functions**
- ✓ **Good supervisory and leadership skills**
- ✓ **Keen attention to details**
- ✓ **Able to maintain a good working relationship with his/her subordinates**
- ✓ **With initiative, proactive and can work under pressure**
- ✓ **With related experience in data analytics**