

**FAITH IN GOD RPM
PROFESSIONAL &
TECHNICAL
SERVICES
CORPORATION**

URGENT HIRING!!!

❖ **MERCHANDISER (50)**

- ✓ Preferably Male
- ✓ High School Graduate, Vocational or College Undergraduate
- ✓ With or without experience
- ✓ Willing to work in shifting schedules
- ✓ With an average body built to lift boxes and products
- ✓ Knowledge in stocking, piling and conducting inventory is a plus
- ✓ Willing to start immediately
- ✓ Job Deployment Area: Muntinlupa, Parañaque, Taguig & other cities of Metro Manila

❖ **EXECUTIVE SECRETARY**

- ✓ Preferably a graduate of Business Management, Marketing, Communication, Human Resource or any related course
- ✓ Proficient in MS Word, MS PowerPoint, and MS Excel
- ✓ Outstanding writing and presentation skills
- ✓ Excellent organizational and time management skills
- ✓ With pleasing personality
- ✓ To be assigned at Ortigas Center, Pasig City

❖ **MARKETING SPECIALIST**

- ✓ Preferably Male
- ✓ With Bachelor Degree in Marketing, Advertising or other related discipline
- ✓ At least a year in marketing role
- ✓ With strong organization and prioritization skills
- ✓ Excellent analytical, communication and presentation skills
- ✓ To be assigned at Ortigas Center, Pasig City

❖ **MARKETING OFFICER**

- ✓ Preferably male
- ✓ Must be a graduate of Management, Marketing, Communication, or any related course
- ✓ With at least one-year experience in sales and handling clients
- ✓ With excellent communication and presentation skills

Responsibilities:

- ✓ Facilitate lead generation through telephone calls and actual field marketing
- ✓ Source and work-out referrals
- ✓ Answer all queries from potential leads and customers accurately
- ✓ Perform a cost-benefit analysis to customers and advise on appropriate program options
- ✓ Maintain positive business and customer relationships to extend customer lifetime value
- ✓ To be assigned at Ortigas Center, Pasig City

❖ **GRAPHIC ARTIST**

- ✓ Preferably male
- ✓ Preferably a graduate of Multimedia Arts or any related course
- ✓ Must have knowledge in Adobe Creative Suite, Corel Draw or other creative software; 3D rendering and animation is a huge plus
- ✓ At least one year of experience in the field is an advantage
- ✓ Can work under pressure and time constraint
- ✓ For fresh graduate, he or she must have done freelancing

Other:

- ✓ Basic photography and film-making
- ✓ Knowledgeable in Social Media Platforms
- ✓ Knowledgeable in SEO and Analytics are an advantage

❖ **MEDICAL SALES REPRESENTATIVE**

- ✓ Male or Female
- ✓ Bachelor's Degree in marketing, Health Science or any related field
- ✓ With experience as a medical sales representative in derma line (as an advantage)
- ✓ With pleasing personality & strong group presentation skills
- ✓ Excellent communication both in oral and written
- ✓ Must be adept at handling multiple assignments and accomplish assigned projects within assigned budgetary guidelines
- ✓ To be assigned at FIG WELLNESS & PRODUCTS DISTRIBUTION SERVICES

❖ **BRANCH MANAGER (BINONDO/ TAGAYTAY AREA)**

- ✓ Preferably Female
- ✓ With pleasing personality
- ✓ Can speak Chinese
- ✓ Graduate of Business Management or any related course
- ✓ With at least three (3) years' experience as a manager
- ✓ With experience in Aesthetics, Weight Management, or any beauty-related services is a plus
- ✓ Willing to be assigned in Binondo, Manila and Tagaytay City

Responsibilities

- ✓ Oversees branch operation of an Aesthetics Company
- ✓ Responsible for building long-term relationships with the new and existing customers
- ✓ Ensure overall productivity of the company

❖ **FRONT DESK OFFICER (BINONDO/ TAGAYTAY AREA)**

- ✓ Male or Female
- ✓ College Graduate of Business Administration, Communication, Tourism or any related course.
- ✓ At least one (1) year experience in the same field
With excellent verbal, written and interpersonal communication skills
- ✓ Customer service focus with the ability to actively listen, elicit information, comprehend customer issues/needs, and recommend solutions
- ✓ Ability to handle information professionally and confidentially.
- ✓ Experience building and maintaining relationships with customers, clients, and colleagues
- ✓ Ability to work effectively in a team environment.
- ✓ Basic Microsoft Office (Word, Excel, Outlook, and PowerPoint) skills
- ✓ Knowledge and understanding of beauty and wellness services
- ✓ To be assigned at Binondo or Tagaytay

❖ **SALES AND MARKETING MANAGER (BINONDO/ TAGAYTAY AREA)**

- ✓ Preferably Female
- ✓ With pleasing personality
- ✓ Can speak Chinese
- ✓ Graduate of Communication, Marketing or any related course
- ✓ With at least two (2) years' experience in sales and marketing
- ✓ With experience in Aesthetics, Weight Management, or any beauty-related services is a plus
- ✓ Willing to be assigned in Binondo, Manila

Responsibilities:

- ✓ Responsible for building long-term relationships with new and existing clients
- ✓ Engages both in and out of office sales and marketing projects
- ✓ Meeting and exceeding company sales metrics
- ✓ Assisting the rest of the business center team and other business-related responsibilities

❖ **MERCHANDISING SPECIALIST/DRIVER**

- ✓ Preferably Male
- ✓ Bachelor's degree of any course
- ✓ Merchandising experience
- ✓ Have driver's license
- ✓ Does the transferring of products from shipping trucks to warehouse or stores
- ✓ Involves in the processing, packaging, and shipping orders correctly
- ✓ Makes sure that warehouse area is clean and safe for product storage
- ✓ Organizes stocks and maintains inventory
- ✓ Inspects if there are defective and damage products

❖ **OFFICE STAFF/ENCODER**

- ✓ Candidate must have a Bachelor's/ Degree of any field
- ✓ Able to encode 40-80 words per minute
- ✓ Able to do clerical works and filing
- ✓ With customer service skills
- ✓ Should be keen to details and recognize written communication errors easily
- ✓ With related working experience
- ✓ To be assigned in NCR