

MALATE CONSTRUCTION AND DEVELOPMENT CORPORATION

URGENT HIRING!!!

❖ Sales Associate (2)

- ✓ **Delivery of sales target**
- ✓ **Efficiency in initial screening of loan documents**
- ✓ **Brokers relationship and accreditation**
- ✓ **Graduate of any four (4) year course.**
- ✓ **Male or Female**
- ✓ **At least 1 year related experience in sales, preferably in real estate, Computer proficient in MS Office, Good Interpersonal Skills, Oral and Written Communications, Attention to Details and Organized, People oriented, Team Player, And Loyal to Organization. Generally in an office environment with minimal physical effort.**
- ✓ **Willing to start ASAP and to be assigned at San Pablo, Laguna**

❖ Property Specialist (2)

- ✓ **Delivery of sales target**
- ✓ **Tripping/Assist the clients/ Reservation**
- ✓ **Efficiency in initial screening of loan documents**
- ✓ **Ensure clients satisfaction with unit quality**
- ✓ **Graduate of any (4) year course.**
- ✓ **Male or Female - With Pleasing Personality**
- ✓ **At least 1 year related experience in sales, preferably in real estate, Computer proficient in MS Office, Good Interpersonal Skills, Oral and Written Communications, Attention to Details**

and Organized, People oriented, Team Player, And Loyal to Organization.

✓ **Willing to start ASAP and to be assigned at Tanauan Batangas**

❖ Billing and Collection Associate (3)

✓ **On-Time collection of Equity and In-House Financing Amortization of the Buyer receivables.**

✓ **On-Time collection of Other Receivables (Loan Difference, Processing Fees, RPT, VMF, and Waters)**

✓ **Ensure good customer service to the Buyer**

✓ **Graduate of BS Accountancy or Finance Related**

✓ **Knowledge of Billing and Collection preferably gained in Real Estate industry, Computer proficient in MS Office, can work under pressure with minimal supervision, results driven, Analytical Skills, Oral and Written Communications, Attention to Details and Organized, People oriented, Team Player, And Loyal to Organization.**

✓ **Willing to be deployed at MCDC Head Office, Alabang Muntinlupa City**

❖ Property Management Associate (2)

✓ **Deal with resident concerns and requests on timely basis to ensure resident satisfaction with management.**

✓ **Ensure distribution of all company or village-issued notices**

✓ **Security Coordination**

✓ **Implementation of Village Guidelines**

✓ **Administrative**

✓ **Graduate of any (4) year course preferably with business related course.**

✓ **Male or Female**

✓ **At least 1 year related experience in real estate property management, Computer proficient in MS Office, Good**

Interpersonal Skills, Oral and Written Communications, Attention to Details and Organized, People oriented, Team Player, And Loyal to Organization.

✓ **Willing to be deployed at Tanauan City**

❖ **Accounting Associate (4)**

✓ **Accurate recording and monitoring of all payables (trade and non-trade) and receivables**

✓ **Filing Management**

✓ **Secures all Accounts Payable Voucher are properly monitor.**

✓ **Ensures proper recording and logging of vouchers.**

✓ **Ensures proper filing of documents.**

✓ **Graduate of BS Accountancy**

✓ **Preferred with experience in A/P**

✓ **Preferred with CPA License**

✓ **Willing to be deployed at MCDC Head Office, Alabang Muntinlupa City**

❖ **Land Surveyor (3)**

✓ **Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.**

✓ **Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.**

✓ **Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.**

✓ **Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.**

- ✓ **Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.**
- ✓ **Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.**
- ✓ **Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.**
- ✓ **Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects.**
- ✓ **Adjust surveying instruments in order to maintain their accuracy.**
- ✓ **Graduate of Bachelor's Degree, Professional License, Engineering (Civil), Geodetic or equivalent**
- ✓ **Willing to start ASAP and be assigned at Alabang, Muntinlupa City**
- ✓ **With at least 1year work related experience**

Interested and Qualified Applicants may send resume to rccequena@mcdc.ph or call/text Ms. Roselle at 09650844974.