

MIROF RESOURCES INC.

URGENT HIRING!!!

❖ ADMIN/TECHNICAL ASSISTANT – (25)

- ✓ Graduate of any 4-year course, not over 26 years old
- ✓ Computer literate, with good oral and written communication skills
- ✓ With pleasing personality, we-organized
- ✓ Has extensive exposure in clerical works
- ✓ With good interpersonal skills
- ✓ Applicants must be willing to work on shifting schedules
- ✓ Prudential Guarantee Assurance Makati and Ortigas

❖ TELEMARKETER – (50)

- ✓ Female, not over 30 years of age
- ✓ Graduate of any 4-year course (We welcome newly graduates for this position)
- ✓ Experience in the same field is an advantage
- ✓ Regular work schedule (Monday-Friday only)
- ✓ Hardworking, with at least experience in clerical works
- ✓ Knowledgeable in MS OFFICE APPLICATION
- ✓ Metrobank Pasay/Makati

❖ PROMODISER – (25)

- ✓ **Male / Female**
- ✓ **Not more than 26 years of age**
- ✓ **Pleasing personality**
- ✓ **With height requirement of 5'6" (MALE) and 5'2" (FEMALE)**
- ✓ **Open to all High School graduate or College level**
- ✓ **Experience in the SALES is an advantage but not required**

❖ Delivery Rider – (10)

- ✓ **Male Only**
- ✓ **Not More than 35 Years Old**
- ✓ **With Restriction Of License 1 & 2 Professional**
- ✓ **At least High School Graduate**
- ✓ **Savory Mandaluyong , Makati and Parañaque**

❖ HR ASSISTANT – (10)

- ✓ **Preferably Female (Single), 21-28 years of Age**
- ✓ **Knowledgeable in time keeping**
- ✓ **Graduate of any Business Course with Accounting / Admin Background, excellent knowledge of spreadsheets.**
- ✓ **Candidates only need an appreciation of Budget Computation using spreadsheets.**
- ✓ **Excellent knowledge in using MS Office, APPLICATION (MS Word, MS Excel, MS Powerpoint.**
- ✓ **Strong attention to details, organized, proficient in writing English and willing to work overtime.**
- ✓ **Mirof Makati**

❖ RECEPTIONIST – (10)

- ✓ **Female, not more than 28 years of Age (Single)**
- ✓ **Very pleasing personality**
- ✓ **Good communication skills (oral & written)**
- ✓ **Aggressive and self motivated**
- ✓ **With extensive exposure in administrative task**
- ✓ **Prudential Guarantee Assurance Makati**

❖ ACCOUNTING / PAYROL STAFF – (20)

- ✓ **Male / Female not more than 28 years old**
- ✓ **Graduate of B.S Accountancy or Any related courses**
- ✓ **With good written and oral communication skills**
- ✓ **With good interpersonal skills**
- ✓ **Computer Literate and knowledge in SAP**
 - **application is an advantage.**

- ✓ **Mirof (Makati)**

❖ I.T Staff / I.T Helpdesk Support – (25)

- ✓ **Graduate of 4 Years Information Technology, Computer Science or any equivalent**
- ✓ **Must be proficient in Microsoft Office (Word, Excel, Power point)**
- ✓ **Knowledge in Macros, SQL, ASP, Visual Basic and other programs is a plus**
- ✓ **Pleasing personality and good communication skills**
- ✓ **Willing to work on extended hours**
- ✓ **Prudential Guarantee Assurance Makati or Ortigas**

Retail Sales Coordinator / Cashiers / Inventory Clerks(10 Each)

- **Not more than 28 years old**
 - **College Graduate Preferably Business Course**
 - **With or without experience**
 - **Sales Experience is Advantage, But not required**
 - **Abenson for Metro Manila**
-
- **Open Hiring!**

Store Crew – (10)

- **Male / Female**
- **Not More than 28 years old**
- **With height requirements of 5'6"(MALE) and 5'2"(FEMALE)**
- **College Level**
- **Experience In Dining/Kitchen/ Counter Assistant are advantage, with at least 6 months experience**
- **Aggressive, Customer oriented can get along with different kind of people.**
- **Bakers Maison for Q. City and Makati**