

MUMUSO

PHILIPPINES

URGENT HIRING!!!

❖ SALES STAFF/CASHIER (10)

- ✓ At least graduate of Highschool, Associate course, & Vocational courses
- ✓ Experienced in Retail Sales is an Advantage but not required
- ✓ Preferred Skill(s): High Level of Customer Service & Interpersonal Skills. Cashier-Knowledgeable in processing POS
- ✓ Can start as soon as possible
- ✓ For ATC, Southpark, Starmall Alabang
- **March-April 2019**

❖ ASSISTANT STORE MANAGER (2)

- ✓ Must be a College Graduate
- ✓ Proven working experience as Assistant Store Manager (Handles other areas of Store Operations)
- ✓ With good communication and customer relations skills
- ✓ Can start as soon as possible
- ✓ For ATC, Southpark, Starmall Alabang
- ✓ **March-April 2019**

❖ **STORE MANAGER (3)**

- ✓ Must be a College Graduate
- ✓ Proven working experience as a Store Manager (General Store Operations)
- ✓ With good communication and customer relations skills
- ✓ For ATC, Southpark, Starmall Alabang
- ✓ **March-April 2019**

❖ **HR GENERALIST (1)**

- ✓ Candidate must possess at least Bachelor's/College Degree in Human Resource Management or equivalent
- ✓ 5-10 years Strong Experience in General HR Facet is required for this position
- ✓ Willing to work in Alabang area and can start immediately
- ✓ For ATC, Southpark, Starmall Alabang
- ✓ **March-April 2019**

❖ **HR COMPENBEN (1)**

- ✓ Candidate must possess at least Bachelor's/College Degree in Human Resource Management or equivalent
- ✓ At least 2 years of working experience in related field is required for this position
- ✓ Facilitation of Availment, Leave, and Loan Request
- ✓ Managing the enrolment, renewal and distribution processes
- ✓ Ensures that pay practices comply with state and regulations
- ✓ Screening of payment application of employees
- ✓ Confirmation and coordination of payroll documentation and request
- ✓ Verification of official timekeeping record of employees
- ✓ Monitoring of Leave Availment of employees based from payroll system

January 2019-February2019

