

PERSONIV

URGENT HIRING!!!

❖ GRAPHIC ARTIST (20)

- ✓ At least a High school Graduate
 - ✓ Proven graphic designing experience
 - ✓ Possession of creative flair, versatility, conceptual and visual ability
 - ✓ Detail-oriented, multi-tasker and can effectively manage multiple demands.
 - ✓ Highly proficient in all design aspects
 - ✓ Able to interact, communicate and present ideas
 - ✓ Excellent written and verbal communications skills
 - ✓ Amenable working on shifting schedule including graveyard
 - ✓ Information Technology Skills
 - ✓ Alabang Muntinlupa City
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- 2019- onwards

❖ PHOTO EDITOR (20)

- ✓ At least a High school Graduate
- ✓ Proven editorial experience
- ✓ Possession of creative flair, versatility, conceptual and visual ability
- ✓ Detail-oriented, multi-tasker and can effectively manage multiple demands.
- ✓ Highly proficient in all design aspects
- ✓ Able to interact, communicate and present ideas
- ✓ Excellent written and verbal communications skills
- ✓ Amenable working on shifting schedule including graveyard
- ✓ Possess a forward thinking positive and “can do” attitude
- ✓ Information Technology Skills

- 2019- onwards

❖ CUSTOMER SERVICE REPRESENTATIVE (20)

- ✓ At least a high school graduate: Minimum of 1-2 years of call center experience
- ✓ If finished at least two years of college: Must have at least 6 months to 1 year of work experience preferably in BPO or call center environment.

- ✓ **For college graduates: fresh graduates even without work experience is acceptable.**
 - ✓ **Availability to work on different shifts including graveyard**
 - ✓ **Excellent written and verbal communications skills**
 - ✓ **Outstanding Customer Service skills**
 - ✓ **Amenable working on shifting schedule including graveyard**
 - ✓ **Alabang Muntinlupa City**
- **2019- onwards**

❖ WEB DESIGNER (20)

- ✓ **At least a High school Graduate**
 - ✓ **Proven web designing experience**
 - ✓ **Possession of creative flair, versatility, conceptual and visual ability**
 - ✓ **Detail-oriented, multi-tasker and can effectively manage multiple demands.**
 - ✓ **Highly proficient in all design aspects**
 - ✓ **Able to interact, communicate and present ideas**
 - ✓ **Excellent written and verbal communications skills**
 - ✓ **Amenable working on shifting schedule including graveyard**
 - ✓ **Possess a forward thinking positive and “can do” attitude**
 - ✓ **Information Technology Skills**
 - ✓ **Alabang Muntinlupa City**
- **2019- onwards**

❖ **PROOFREADER (20)**

- ✓ **Skills and Qualifications**
- ✓ **At least a Highschool Graduate**
- ✓ **Keen into details**
- ✓ **Able to interact, communicate properly**
- ✓ **Excellent written and verbal communications skills**
- ✓ **Excellent interpersonal skills**
- ✓ **Highly analytical**
- ✓ **Amenable working on shifting schedule including graveyard**
- ✓ **Possess a forward thinking positive and “can do” attitude**
- ✓ **Information Technology Skills**
- ✓ **Alabang Muntinlupa City**

- **2019- onwards**

❖ **BACK OFFICE (20)**

- ✓ **At least a high school graduate: Minimum of 1-2 years of call center**
- ✓ **experience**
- ✓ **If finished at least two years of college: Must have at least 6 months to**
- ✓ **1 year of work experience preferably in BPO or call center**
- ✓ **environment.**
- ✓ **For college graduates: fresh graduates even without work experience is**

- ✓ acceptable.
 - ✓ Availability to work on different shifts including graveyard
 - ✓ Excellent written and verbal communications skills
 - ✓ Outstanding Customer Service skills
 - ✓ Amenable working on shifting schedule including graveyard
 - ✓ Alabang Muntinlupa City
- 2019- onwards

❖ FINANCE AND ACCOUNTING (20)

- ✓ Bachelor of Science in Accountancy graduate
 - ✓ Knowledgeable in Basic accounting concepts and principles
 - ✓ Willing to work overtime, holidays, shifting schedule, including NIGHT SHIFT
 - ✓ Must be accurate, dependable and dedicated in completing given tasks on time.
 - ✓ Must have keen eye for details, customer oriented, trainable, and committed to self improvement.
 - ✓ Fresh Graduates are welcome to apply.
 - ✓
- 2019- onwards

❖ QUALITY ASSURANCE SPECIALIST (20)

- ✓ At least 2nd year College (required)
- ✓ Preferably with experience as QA or Supervisor in a call center environment

- ✓ **Able to work constructive, non biased and in collaborative manner by establishing positive work relationships and partnering with Operations**
 - ✓ **Able to interact, communicate properly**
 - ✓ **Experience in coaching and training individuals or groups required**
 - ✓ **Excellent written and verbal communications skills**
 - ✓ **Excellent interpersonal skills**
 - ✓ **Highly analytical**
 - ✓ **Strong knowledge of customer care processes and techniques**
 - ✓ **Excellent listening comprehension**
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- **2019- onwards**