

# **TEMPS AND STAFFERS, INC.**

## **URGENT HIRING!!!**

### **❖ OFFICE SUPPORT STAFF (20)**

- ✓ **Male/Female**
- ✓ **College graduate (Any 4year Course)**
- ✓ **With pleasing personality and average communication skills**
- ✓ **Fresh graduates are encourage to apply**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

### **❖ HR ASSISTANTS / CLERKS (10)**

- ✓ **Male/Female**
- ✓ **College graduate**  
**(Preferably BS Human Resource Management / AB Psychology)**
- ✓ **With pleasing personality and average communication skills**
- ✓ **Fresh graduates are encourage to apply**
- ✓ **Pasig / Makati / Manila Area**

## ❖ **FOOD & BEVERAGE STAFF (20)**

- ✓ **Male/Female**
- ✓ **HRM, Tourism, Hospitality or any related Vocational course graduate or TESDA NCII Holder**
- ✓ **With pleasing personality**
- ✓ **Excellent interpersonal and customer service skills**
- ✓ **Fresh graduates are encourage to apply**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **KITCHEN STAFF (20)**

- ✓ **Male/Female**
- ✓ **HRM, Culinary or any related Vocational course graduate or TESDA NCII Holder**
- ✓ **Good physical health**
- ✓ **Willingness to participate and become part of the team**
- ✓ **Preferably with related work experience in the Kitchen**
- ✓ **Fresh graduates are encourage to apply**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **HOUSEKEEPING STAFF (20)**

- ✓ **Male/Female**
- ✓ **HRM, Tourism, Hospitality or any related Vocational course graduate or TESDA NCII Holder**
- ✓ **Skilled in cleaning guest rooms per established standard**
- ✓ **Demonstrated capability in bed making and folding linens for rooms**
- ✓ **Excellent interpersonal and customer service skills**
- ✓ **Fresh graduates are encourage to apply**
- ✓ **Pasig / Makati / Manila Area**

## ❖ **SALES REPRESENTATIVES (50)**

- ✓ **Male/Female**
- ✓ **At least High School graduate**
- ✓ **With pleasing personality, positive outlook and energetic**
- ✓ **Aggressive and Trainable**
- ✓ **No work experience required**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **CASHIERS (10)**

- ✓ **Male/Female**
- ✓ **Vocational or College graduate**
- ✓ **With pleasing personality**
- ✓ **Highly skilled in providing prompt and friendly customer service**
- ✓ **In-depth knowledge of operating cash register and maintaining cash drawer**
- ✓ **Well versed in performing monetary transactions such as giving and receiving change**
- ✓ **Ability to communicate effectively and professionally**
- ✓ **Pasig / Makati / Manila Area**

## ❖ **ACCOUNTING CLERKS / STAFF (5)**

- ✓ **Male/Female**
- ✓ **B.S. Accountancy or BSBA Banking and Finance graduate**
- ✓ **MS Excel proficient**
- ✓ **Keen to details and highly analytical**
- ✓ **Can work with minimal supervision**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **FINANCE / PAYROLL CLERKS (5)**

- ✓ **Male/Female**
- ✓ **B.S. Accountancy or BSBA Banking and Finance graduate**
- ✓ **MS Excel proficient**
- ✓ **Keen to details and highly analytical**
- ✓ **Can work with minimal supervision**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **LEAFLETTERS (*FLYERING*) (10)**

- ✓ **Male/Female**
- ✓ **At least High School graduate**
- ✓ **With pleasing personality, positive outlook and energetic**
- ✓ **Experience in Sales / Marketing and Leafleting is an advantage**
- ✓ **Must be willing to do field work**
- ✓ **Quezon City / Pasig / Makati / Manila Area**

## ❖ **JOB FAIR ASSISTANTS (5)**

- ✓ **Male/Female**
- ✓ **At least 2 years College level education, ANY course**
- ✓ **Has excellent communication skills**
- ✓ **Has good interpersonal skills**
- ✓ **Experience in Interviewing is an advantage**
- ✓ **Must be willing to do field work**
- ✓ **Pasig / Makati / Manila Area**

### **❖ WAREHOUSE STAFF (90)**

- ✓ **At least High School graduate**
- ✓ **Physically fit and has good body built**
- ✓ **Has good interpersonal skills**
- ✓ **Willing to work beyond office hours and do weight lifting tasks**
- ✓ **Pasig / Manila Area**

### **❖ AIRCON TECHNICIAN (5)**

- ✓ **Has Certificate / Diploma in the related field**
- ✓ **At least 1 year of work experience is required**
- ✓ **Can work in a minimal supervision**
- ✓ **Responsible in performing daily repair and preventive maintenance**

### **❖ HOTEL MAINTENANCE PLUMBER (5)**

- ✓ **At least High School graduate; Vocational course graduate or TESDA NCII Holder**
- ✓ **6 months of work experience in the related field is a MUST**
- ✓ **Ability to perform duties with attention to detail, speed, accuracy, follow through, courtesy, cooperativeness, safe and effectively**
- ✓ **Makati Area**

### **❖ MESSENGER / COMPANY DRIVERS (5)**

- ✓ **At least High School graduate**
- ✓ **With work experience in driving & holder of Professional Driver's License**
- ✓ **Has good driving record**
- ✓ **Physically fit**
- ✓ **Pasig / Manila / Valenzuela Area**

## ❖ **FORKLIFT OPERATORS (5)**

- ✓ **At least High School graduate**
- ✓ **Holder of a valid Driver's License with restrictions 1238**
- ✓ **Knowledge in port operations is an advantage**
- ✓ **Willing to work on shifting schedules**
- ✓ **Physically fit**
- ✓ **Preferably with work experience using manual, battery operated, gasoline fed and automatic forklift and top loaders**
- ✓ **Pasig / Manila / Valenzuela Area**

## ❖ **CHECKERS (5)**

- ✓ **At least High School graduate**
- ✓ **Physically fit**
- ✓ **Willing to work on shifting schedules**
- ✓ **Must be keen to details and organized**
- ✓ **Can work on a fast paced environment with minimum supervision**
- ✓ **Manila Area**

- **Inclusive Date of Vacancies from April – June 2018.**

**Note:**

**Please use the standard format.**

**Please follow the font character & Font size**