

UNIVERSAL GLASS COMPANY INC. (AGUILA AUTOGLASS)

URGENT HIRING!!!

✓ FINANCE MANAGER (1)

- ✓ Responsible for the financial health of a company or organization. Producing financial reports and developing strategies based on financial research.**
- ✓ Commercial and business awareness.**
- ✓ Excellent communication and presentation skills**
- ✓ Male or Female**
- ✓ Willing to be assigned in Kapitolyo, Pasig City**

✓ LEGAL ASSOCIATE (1)

- ✓ Providing support in offering legal solutions to clients.**
- ✓ Analytical understanding and interpretation of client problems and their resolution.**
- ✓ Filing and review of legal documents.**
- ✓ Graduate of Bachelor of Science in Law.**

✓ **Willing to be assigned in Kapitolyo, Pasig City**

✓ **IT ASSISTANT (1)**

- ✓ **Graduate of any computer course.**
- ✓ **Trainable and hardworking.**
- ✓ **Willing to travel.**
- ✓ **18 – 35 years old.**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City**

✓ **AUDIT STAFF (10)**

- ✓ **Fresh Graduates are welcome to apply.**
- ✓ **Computer proficient.**
- ✓ **Good in verbal and written communication skills.**
- ✓ **Male or Female**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City.**

✓ **ACCOUNTS PAYABLE ASSISTANT (2)**

- ✓ **Should have good communication skills, written and verbal.**
- ✓ **Must be knowledgeable in Microsoft Excel.**
- ✓ **Must be keen to details.**
- ✓ **Graduate of BS Accountancy, Financial Management or Commerce or any related course.**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City.**

✓ **DOCUMENT CONTROL OFFICER (1)**

- ✓ **Responsible for managing company documents while also ensuring their accuracy, quality and integrity.**
- ✓ **Copying, scanning and storing documents.**

- ✓ Often in charge of access to documents that are restricted to certain people.
- ✓ 18 – 35 years old.
- ✓ Willing to be assigned in Kapitolyo, Pasig City.

✓ **MARKETING CLERK (1)**

- ✓ Supports the work of Marketing Managers and executives on projects directed at maximizing company profits and developing sales strategies or marketing campaigns.
- ✓ Must be willing to travel to offsite training sessions.
- ✓ Strong communication and organizational skills.
- ✓ Male or Female.
- ✓ Willing to be assigned in Cainta, Rizal.

❖ **OPERATIONS MANAGER (1)**

- ✓ Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Management.
- ✓ Leadership Skills.
- ✓ Conflict Management Skills.
- ✓ Graduate of any business course.
- ✓ Willing to be assigned in Mandaue, Cebu.

❖ **INVENTORY STAFF (2)**

- ✓ To manage the inventory control system, maintain product data, rectify miscalculations review and analyze the results of operations, report findings to management and make recommendations for improvement as necessary.
- ✓ Detailed - oriented.
- ✓ 18 – 35 years old.

- ✓ **Willing to be assigned in Cainta, Rizal.**

❖ MIS STAFF (2)

- ✓ **Serving and effective operation of all computer system, related applications.**
- ✓ **Troubleshooting of computers.**
- ✓ **Repairs of computers**
- ✓ **Male or female.**
- ✓ **Willing to be assigned in Cainta, Rizal and Kapitolyo, Pasig City.**

❖ ACCOUNTING ASSISTANT (1)

- ✓ **Providing accounting and clerical assistance to the accounting department.**
- ✓ **Typing accurately, preparing and maintaining accounting documents and records.**
- ✓ **Preparing bank deposits, general ledger posting and statements.**
- ✓ **Graduate of BS Accountancy.**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City.**

❖ ELECTRICIAN (1)

- ✓ **Install and maintain electrical power, communications, lighting, and control systems in homes, business and factories.**
- ✓ **Technical Skills.**
- ✓ **Logical and Thinking Skills.**
- ✓ **18 – 35 years old.**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City.**

❖ SOCIAL MEDIA SPECIALIST (1)

- ✓ **Building and executing social media strategy through competitive and audience research.**
- ✓ **Positive attitude, detail and customer oriented with good multitasking and organizational ability.**
- ✓ **Fluency in English.**
- ✓ **Male or Female.**
- ✓ **Willing to be assigned in Cainta, Rizal.**

❖ CREDITS AND COLLECTION STAFF (1)

- ✓ **Excellent customer service, negotiation, communication and analytical skills.**
- ✓ **Strong math skills.**
- ✓ **A solid understanding of finances and how to use computer software used to assist with collections.**
- ✓ **Graduate of Accountancy or any related field.**
- ✓ **Willing to be assigned in Kapitolyo, Pasig City.**

❖ STORE SUPERVISOR (5)

- ✓ **Able to manage branch personnel.**
- ✓ **Good communication and persuasion skills.**
- ✓ **Keen on details.**
- ✓ **18 – 35 years old.**
- ✓ **Willing to be assigned anywhere in the Philippines.**

❖ STORE ASSISTANT (5)

- ✓ **Preferably with at least one year sales and cashier's experience.**
- ✓ **Fresh graduates are welcome to apply.**
- ✓ **Open for relocation to provincial Branches.**
- ✓ **Female.**
- ✓ **Willing to be assigned anywhere in the Philippines.**

❖ STORE CASHIER (6)

- ✓ **Able-bodied, at least 5'6" tall.**
- ✓ **Knows how to operate MS-Excel.**
- ✓ **Can manually count stock inventory.**
- ✓ **At least 2nd year in college or Graduate of Vocation Course / Senior High School.**
- ✓ **Willing to be assigned anywhere in the Philippines.**

❖ STORE STAFF (5)

- ✓ **Honest and hardworking.**
- ✓ **Careful in handling breakable merchandise.**
- ✓ **Issue purchased products to customers and record outgoing stocks.**
- ✓ **At least 2nd year in college or Graduate of Vocation Course / Senior High School.**
- ✓ **Willing to be assigned anywhere in the Philippines.**

❖ CASHIER (5)

- ✓ **Female**
- ✓ **At least 2nd year in College**
- ✓ **18 and above.**
- ✓ **Willing to be assigned anywhere in the Philippines.**

❖ COMPANY DRIVER (5)

- ✓ **Able-bodied male, 25-35 years old**
- ✓ **Two years driving experience**
- ✓ **At least 5'6" in height**
- ✓ **Willing to be assigned anywhere in the Philippines.**

- **Inclusive Date of Vacancies from February 2019 to August 2019**