

WILSERV MULTIPURPOSE COOPERATIVE

URGENT HIRING!!!

❖ BUILDING MAINTENANCE (15)

- ✓ Vocational/College Level
- ✓ Knowledge in Electrical and Civil Works
- ✓ Preferably with experience as building maintenance
- ✓ Alabang area

❖ ADMIN ASSISTANT (5)

- ✓ College Graduate (Accounting or Business Admin.)
- ✓ Preferably with related experience (fresh graduates are welcome to apply)
- ✓ Good Clerical and Communications skills
- ✓ Knowledgeable in MS Office
- ✓ Alabang and Paranaque area

❖ **HOUSEKEEPING STAFF (20)**

- ✓ **At Least Highschool Graduate**
- ✓ **With or without experience**
- ✓ **Alabang and Paranaque area**

❖ **CONCIERGE/RECEPTIONIST (10)**

- ✓ **College Level/Graduate**
- ✓ **Good Clerical and Communications skills**
- ✓ **Knowledgeable in MS Office**
- ✓ **Alabang and Paranaque area**

❖ **DRIVER (5)**

- ✓ **At least High school Graduate**
- ✓ **With experience as driver**
- ✓ **With active driver's license (preferably res. 1 2 & 3)**
- ✓ **Alabang and Manila area**

❖ **POOL ATTENDANT (5)**

- ✓ **At least High school Graduate**
- ✓ **With At Least 6 months Housekeeping/Pool Attendant Experience**
- ✓ **Paranaque**

❖ **MESSENGER (5)**

- ✓ **At least High school Graduate**
- ✓ **With or without experience**
- ✓ **Alabang**

Job opening as of April 12, 2019

