

BENCH/ URGENT HIRING!!!

❖ STORE SUPERVISORS - 30

- Male / Female;
- Graduate of any 4-year course;
- Excellent written, oral, and verbal communication skills; ○ Must have customer service skills;
- Must have PC skills, including the ability to use Microsoft Office Suite; ○ Candidate must have a customer-oriented personality;
- With clear demonstration of teamwork, people skills, initiative, adaptability, analytical thinking, and problem solving capacity

❖ CASHIERS / SEASONAL CASHIER - 30

- Female; 18 and above ○ At least college level of any course;
- At least 6 month - 1 year proven working experience in retail cashier or sales;
- Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc);
- Strong communication and time management skills; ○ Customer satisfaction-oriented; ○ Attention to detail and mathematical skills; ○ Sales skills, an advantage

❖ STOCK CLERKS / SEASONAL STOCK CLERK -

30

- Male; 18 and above
- At least college level of any course; ○ At least 6 month - 1 year proven working experience in retail store or any related industry; ○ Clerical Skills: Computer skills, filing and keep accurate records to track inventory; ○ Attention to Detail: must make sure to pick up the right items and put them on the right shelves;
- Customer satisfaction-oriented; ○ Sales skills, an advantage

❖ SALES CREWS / SEASONAL SALES CREW - 30

- Male / Female; 18 and above ○ HS Graduate;

- Working experience in retail store an advantage but not required; ○ Listening Skills required;
- Having a friendly and engaging personality; ○ Should have a confident manner; ○ Must be helpful and polite;
- Physically fit; ○ Able to work as part of a sales team; ○ Knowledge of inventory techniques; ○ Should be of a smart appearance and articulate.

❖ **VISUAL MERCHANDISER HELPER - 1**

- Male / Female; 18 and above ○ At least HS Graduate;
- Working experience in retail store an advantage but not required; ○ Willing to learn Visual Merchandising;

❖ **FACIALISTS - 5**

- Female; 18 and above; ○ At least college level;
- At least 6 months work experience in beauty & healthcare

❖ **DELIVERY TRUCK DRIVER - 30**

- High school graduate, with 20/20 vision; ○ With 3-5 years driving / working experience; ○ Possesses driver license w/ restriction code of 2 and 3;
- Knowledgeable in places w/in Metro Manila area and nearby provinces; ○ Willing to be assigned in Tanyag, Taguig

❖ **TRAILER TRUCK DRIVER - 30**

- High school graduate, with 20/20 vision; ○ With 3-5 years driving / working experience; ○ Possesses driver license w/ restriction code of 2,3, and 8; ○ Knowledgeable in places w/in Metro Manila area and nearby provinces ○ Willing to be assigned in Tanyag, Taguig

❖ **BUILDING MAINTENANCE / ELECTRICIAN - 30**

- Graduate of any Technical Course or with 1 to 2 years work experience may be considered for Diploma; or with TESDA Certification;
- Can perform electrical troubleshooting and plumbing and other maintenance works and repairs;
- Honest, hard-working, flexible and responsible; ○ Willing to do field works and extend working hours ○ Willing to be assigned in Tanyag, Taguig

❖ MACHINE OPERATOR - 30

- At least high school graduate , with experience as Machine Operator; ○ Capable to lift
- Willing to be assigned in Tanyag, Taguig

❖ FORKLIFT OPERATOR - 10

- With experience as Forklift Operator; ○ Preferably with TESDA Certificate; ○ With Driver's License restriction 1,2,3 ○ Willing to be assigned in Tanyag, Taguig

❖ ACCOUNTING ASSISTANT - 3

- Female, single
- Graduate of BS-Accountancy, Fresh graduate or at least with 1-2 years working experience in Journal Voucher preparation/ entry analysis, bank reconciliation, physical inventory taking/ preparation of audit report and other related works;
- Preferably with knowledge in all aspects of accounting work; ○ Computer literate, persistent and can work under pressure.

❖ WAREHOUSE HELPER - 30

- Male;
- At least high school graduate; ○ Computer literate;
- Willing to work overtime and on weekends; ○ Good work attitude; ○ Medium to big built;
- Willing to work in Tanyag, Taguig

❖ ENCODER - 30

- Male;
- Preferably college graduate; ○ Computer literate;
- Willing to be assigned in Tanyag, Taguig

❖ MASON / CARPENTER - 1

- High School Graduate / Tesda
- Work Experience Desired: From Building Construction ○ Other Traits: Honest and Resourceful; Flexible to work overtime ○ Male