# For Immediate Hiring!

## Business Development Officer

**Job Specifications:**
- Identifying target market by developing plans for advertising, sales promotion, public relations, personal selling and sales management.
- Establishes and maintains rapport and good business relationships with key and strategic target customers.
- Develop and execute marketing activities by selecting, segmenting and targeting markets, and promoting products and services to those markets.
- Undertake marketing audits to monitor sales performance.
- Attending workshops and trade fairs.
- Other tasks that may be assigned from time to time.

**Job Requirements:**
- College degree from reputable university, preferably majoring in Business, Marketing, Engineering or Social Sciences
- Good business contacts in related professional associations
- Possesses effective leadership and management skills to guide & motivate subordinates in the accomplishment of clearly-defined business goals.
- Self-driven; career and result oriented, and can work with minimum supervision.
- Well-organized, meticulous, conscientious with details, and strict with meeting agreed deadlines.
- Possess good business judgment & interpersonal skills; can work effectively with people at all levels
- Has good oral and written communication skills as well as presentation skills
- Proficient in using MS Office applications
- Can start immediately

## Account Officer for CPVC Pipes

**Job Specifications:**
- Preferably graduate of any Engineering courses
- Marketing and selling experience is required
- With related experience in plastic manufacturing industry especially in large & reputed trade sales, showroom dealing with architects/interior designers/builders/contractors & project consultant
- Honest, aggressive and self-driven individual.
- Can start immediately

## Project Manager

**Job Specifications:**
- Overall responsible in successful initiation, planning, design, execution, monitoring, controlling and closure of project.
- Plans, directs and coordinates the whole operation with the entire organization.
- Ensures efficiency and profitability of all the projects.

**Job Requirements:**
- Candidate must possess at least a Bachelor's/College Degree, Professional License (Passed Board/Bar/Professional License Exam), Engineering (Civil) or equivalent.
- Required skill(s): MS Office, AutoCad.
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably with background in the construction of sewerage or waste water treatment plant or facility.
- Can interpret of drawing plan (structural, mechanical, & plumbing).
- Full-Time position(s) available.
- Willing to be assigned in Palawan.
- Can start immediately.
<table>
<thead>
<tr>
<th>Position</th>
<th>Job Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT ENGINEER</td>
<td>- Candidate must possess at least a Bachelor's/College Degree, Engineering (Civil) or equivalent.</td>
</tr>
<tr>
<td></td>
<td>- At least 2 year(s) of working experience in the related field is required for this position.</td>
</tr>
<tr>
<td></td>
<td>- Preferably 1-4 Yrs Experienced Employees specializing in Engineering - Civil/Construction/Structural or equivalent.</td>
</tr>
<tr>
<td></td>
<td>- Must be detail-oriented; persistent on quality, and trustworthy</td>
</tr>
<tr>
<td></td>
<td>- Full-Time position(s) available.</td>
</tr>
<tr>
<td>IT HEAD</td>
<td><strong>Job Specifications:</strong></td>
</tr>
<tr>
<td></td>
<td>- Plans, coordinates &amp; supervises all activities related to the design, development &amp; implementation of Atlanta's information system &amp; software applications.</td>
</tr>
<tr>
<td></td>
<td>- Ensures stable operation of the in-house computer network including installation, configuration, and maintenance and optimize all network hardware, software, &amp; communication links.</td>
</tr>
<tr>
<td></td>
<td>- Assists end user in providing solutions to hardware &amp; software related problems including monitoring, tracking and coordinating of helpdesk functions.</td>
</tr>
<tr>
<td></td>
<td>- Performs diagnostics and repair of in-house computers, desktops and peripherals.</td>
</tr>
<tr>
<td></td>
<td>- Ensures stable operation of in-house e-mail massaging system, internet connectivity and secure virus-free environment.</td>
</tr>
<tr>
<td></td>
<td>- Performs daily back-up of server network databases.</td>
</tr>
<tr>
<td></td>
<td>- Maintains the company website.</td>
</tr>
<tr>
<td></td>
<td><strong>JOB REQUIREMENTS</strong></td>
</tr>
<tr>
<td></td>
<td>- Candidate must possess at least Bachelor's degree in Computer Engineering, Computer Science/Information Technology and equivalent.</td>
</tr>
<tr>
<td></td>
<td>- At least 3 years of working experience in related field and in a managerial capacity.</td>
</tr>
<tr>
<td></td>
<td>- Experience in managing LAN; implementing integrated system using the latest Microsoft server software. Knowledge of network security policy and active directory control and management.</td>
</tr>
<tr>
<td></td>
<td>- With advance knowledge in Networking, servers, internet systems, routers, CISCO, etc.</td>
</tr>
<tr>
<td></td>
<td>- Must possess an excellent communication and management skills.</td>
</tr>
<tr>
<td></td>
<td>- Required Skills: Network/System Administration and managing software applications and development.</td>
</tr>
<tr>
<td></td>
<td>- Can start immediately.</td>
</tr>
<tr>
<td>MANAGEMENT TRAINEE</td>
<td><strong>JOB REQUIREMENTS</strong></td>
</tr>
<tr>
<td></td>
<td>- Graduate BS Mechanical / Industrial / Electrical / Chemical Engineering</td>
</tr>
<tr>
<td></td>
<td>- Top 10 - 20% graduating class; dean's lister and/or with latin honors and/or board passer.</td>
</tr>
<tr>
<td></td>
<td>- Proven Leadership ability in academic, community or religious organizations.</td>
</tr>
<tr>
<td></td>
<td>- Above average written &amp; oral communication skills</td>
</tr>
<tr>
<td></td>
<td>- Fresh graduate or less than 1 year work experience.</td>
</tr>
<tr>
<td></td>
<td><strong>ACCOUNTING STAFF</strong></td>
</tr>
<tr>
<td></td>
<td>- Graduate of BS Accountancy, CPA is an advantage.</td>
</tr>
<tr>
<td></td>
<td>- Experience in general accounting functions is an advantage.</td>
</tr>
<tr>
<td></td>
<td>- With good analytical skills and has proven ability to work under pressure</td>
</tr>
<tr>
<td></td>
<td>- Can start immediately.</td>
</tr>
<tr>
<td>SALES ASSOCIATE</td>
<td><strong>Job Specifications</strong></td>
</tr>
<tr>
<td></td>
<td>- Direct selling to corporate industry, schools/universities</td>
</tr>
<tr>
<td></td>
<td>- Assists all marketing event to sales and marketing head</td>
</tr>
<tr>
<td></td>
<td>- Prepares and conduct effective proposal presentations.</td>
</tr>
<tr>
<td></td>
<td><strong>Job Requirements</strong></td>
</tr>
<tr>
<td></td>
<td>- Graduate of any 2 or 4-Year Course</td>
</tr>
<tr>
<td></td>
<td>- Above average in communications skills, both written and oral</td>
</tr>
<tr>
<td></td>
<td>- Customer-oriented, friendly, dedicated, diligent, etc.</td>
</tr>
<tr>
<td></td>
<td>- At least one (1) year experience in sales &amp; marketing field.</td>
</tr>
<tr>
<td>AUDITOR</td>
<td><strong>Job Specifications</strong></td>
</tr>
<tr>
<td></td>
<td>- Job site audit</td>
</tr>
<tr>
<td></td>
<td>- Financial audit</td>
</tr>
<tr>
<td></td>
<td>- Inventory audit</td>
</tr>
<tr>
<td></td>
<td>- Process control (operations) audit</td>
</tr>
<tr>
<td></td>
<td>- Compliance audit</td>
</tr>
</tbody>
</table>
**Review of policies and procedures**
- Supplier audit
- Other audit related engagements

**Job Requirements**
- Certified Public Accountant (CPA)
- With strong interpersonal skills, analytical, self-driven, team player, enthusiast and can work independently
- Willing to do field work.
- Can start immediately

**ACCOUNT OFFICER FOR PVC WINDOWS**
- Graduate of any 4-Year Course
- Knowledge in selling/fabrication of PVC Windows and experience/exposure to such is an advantage.
- Honest, aggressive and self-driven individual.
- Can start immediately

**MAINTENANCE CREW**

**Job Specifications:**
- To support the company’s direction in attaining production and auxiliary equipment on top machine conditions
- To participate in electrical and instrumentation activities in rehabilitation and project improvements.
- To analyze machine trouble to execute effective repair strategies in a minimal repair time.
- To handle minor metal fabrication as needed in the project.
- Can extend working hours if necessary

**Job Requirements:**
- Graduate of Electromechanical course
- Preferably male
- Can interpret schematic and ladder diagrams
- Erudite in industrial instrumentation, motor control & basic PLC Programming
- With background in metal fabrication and welding skills
- Willing to be assigned in Manggahan, Pasig
- Can start immediately

**MOLD STAFF**

**Job Specifications:**
- Shall be involved in the over-all maintenance and repair of mold/dye

**Job Requirements:**
- Graduate of Technical/ Vocational course
- Preferably male
- At least 1 year related experience
- Willing to be assigned in Manggahan, Pasig
- Can start immediately

**RESORT MANAGER**

**Job Specifications:**
- Will be responsible for soliciting new accounts and maintaining relationships with existing accounts to meet and/or exceed revenue goals.
- Represents Mountain Lake Resort in a positive and professional manner.
- Telephone solicitation, outside sales calls, trade shows, site inspections and written communication like proposals and quotations.
- Demonstrates products/offers to existing and potential customers and assisting them to select the best product that suits them.
- Coordinates with site personnel for ocular.
- Makes regular follow-ups with potential clients and do his/her best to meet or exceed expectations.
- Researches sources for developing prospective customers and for information to determine their potential.
- Coordinates sales effort with marketing, operations, accounting, logistics, and etc.
- Analyzes the market and helps develop new products to meet market demands.
- Participates in trade shows and conventions.
- Performs other duties that will be assigned from time to time.

**Job Requirements:**
- Graduate of Marketing or any related course.
- Experience in sales is an advantage.
- Must we well-versed in English, excellent verbal and written
<table>
<thead>
<tr>
<th>Role</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **PROMODISER FOR ACE HARDWARE** *(Pampanga)* | • Preferably Male: 19 – 25 years of age  
• At least high school graduate  
• Presentable and physically fit  
• With good interpersonal and presentation skills  
• Customer Service-oriented, trustworthy, and highly trainable  
• Experience in the same field is an advantage  
• With no derogatory record. |
| **PROMODISER FOR ALL HOME** *(Daanghari, Cavite)* | • Preferably Male: 19-26 years of age  
• At least 3rd year college level or College graduate  
• Presentable and physically fit  
• With good interpersonal and presentation skills  
• Customer Service-oriented, trustworthy, and highly trainable  
• Experience in the same field is an advantage  
• With no derogatory record |
| **PROMODISER FOR WILCON** *(Dau / San Pablo / Batangas / Dasmariñas / Calamba)* | • Preferably Male: 19 – 26 years of age  
• At least 3rd year college level or College graduate  
• Presentable and physically fit  
• With good interpersonal and presentation skills  
• Customer Service-oriented, trustworthy, and highly trainable  
• Experience in the same field is an advantage  
• With no derogatory record |
| **PROMODISER FOR HOME DEPOT** *(Alabang & Las Piñas)* | • Preferably Male: 19 – 26 years of age  
• At least 2nd year college level or College graduate  
• Presentable and physically fit  
• With good interpersonal and presentation skills  
• Customer Service-oriented, trustworthy, and highly trainable  
• Experience in the same field is an advantage  
• With no derogatory record |
| **OJT** | • Candidate must be taking up Bachelor's/College Degree, Architecture, Engineering (Mechanical, Chemical, Industrial, Electrical, Mechatronic/Electromechanical), Accountancy, Psychology, Human Resource Management, Multimedia Artist, and Business Courses  
• Can start immediately  
• Full-Time position(s) available. |

Interested applicants may send their updated resume with 2x2 picture, photocopy and original of Transcript of Records (TOR) and other credentials at 35th Floor Atlanta Center, No. 31 Annapolis St., Greenhills, San Juan or thru the following email: irma_hrad@atlanta.ph / jbartolome@atlanta.ph  
call us at 723-0781 to 88 loc. 311  
Look for Irma / Jill