

PARALEGAL

- Male/Female, not more than 28 years old
- Graduate of any 4 years course
- B.S. English or Legal Management graduate an advantage
- Experience not required
- Proficient in MS Word/Excel
- With pleasing personality

IT INFRASTRUCTURE OFFICER

- Male/Female, not more than 35 years old
- Minimum of 5 years related experience
- Preferably graduate of Industrial Engineering or graduate of any course with relevant experience
- Relevant experience on enterprise grade servers, network equipment and related software technologies

BUSINESS ANALYST

- Male/Female, not more than 35 years old
- Minimum of 5 years related experience
- Preferably graduate of Industrial Engineering or graduate of any course with relevant experience
- Process improvement oriented and can analyze, transform and resolve business need through IT solutions
- Relevant project management experience
- Good flowcharting and documentation skills
- Experience in Retail Back and Front Office and ERP an advantage

ACCOUNTANT

- Female, 28 to 35 years old
- Certified Public Accountant (CPA)
- With at least 5 years of professional experience and handled general accounting
- Knowledgeable in BIR deadlines and tax computations
- With strong problem solving and analytical skills
- Can work independently even without supervision
- With good communication skills both oral and written

- Familiarity with accounting software preferably Microsoft Dynamics NAV
- Ability to function well in a team oriented environment

PAYROLL ASSISTANT

- Female, 21 to 35 years old
- At least 2 years experience in payroll processing
- Knowledge in Microsoft Excel
- Can work with minimum supervision
- With strong communications skills both oral and written
- Ability to function well in a team orientated environment
- Willing to assist other members of the team when needed

STORE OIC

- Male/Female, 25 years old and above
- College graduate
- Conversant in Tagalog & English
- At least 2 years work experience in retail setting
- With good communication and customer service skills
- Knowledge in handling people and admin functions
- Pleasing personality
- Height requirement: Male 5'6 / Female 5'2
- Will be assigned in NCR, North Luzon, South Luzon area

RETAIL SALES PERSONNEL

- Male/Female, 18 to 25 years old
- College graduate or college level
- Conversant in Tagalog and English
- At least one year work experience in retail setting
- With good communication and customer service skills
- Pleasing personality
- Height requirement: Male 5'6 / Female 5'2
- Will be assigned in NCR, North Luzon and South Luzon area

