



Technoserve Construction Company, Inc.

An affiliate of **JGC**

12th Floor Bank of Makati Building, Ayala Avenue Extension, Makati City

We are looking for:

GENERAL ACCOUNTING STAFF

QUALIFICATIONS:

- Graduate of BS Accountancy
- Fresh graduate or with 1-2 year/s work experience
- Proficient in MS Office applications especially in MS Excel

OTHERS:

- Can start work immediately
- Enthusiastic to learn accounting processes and system
- Willing to render overtime work as may be needed
- Team player
- Good communication skills

POSITION RESPONSIBILITIES:

Perform general accounting related tasks in any of the following areas: payroll processing, invoicing, accounting transaction recording and reporting.

We will only respond to candidates who will meet the above requirements. Please send your updated Résumé with photo, preferably in MS Word format and be ready with your credentials (Diploma, TOR, and PRC License or certificate if applicable) and we will collect them once we find your qualifications suitable to our requirement.

Successful candidates can look forward to regular employment, competitive compensation and benefits package, a stimulating work environment and great opportunities for career development.

Please e-mail your detailed CV in MS Word format to:

canada.edelveiss@jgc.com

Technoserve Construction Company, Inc. (TCCI) is an affiliate of JGC Corporation in Yokohama, Japan (a recognized global **E**ngineering, **P**rocurement and **C**onstruction company in the oil & gas sector).