

JOB VACANCIES

OFFICE STAFF



A person with dark hair is seen from the back, sitting at a desk and looking at a laptop. The laptop screen displays a video call with a man wearing glasses and a white face mask, who is gesturing with his hands. The background of the video call shows a plain wall. The scene is set in a modern office or home workspace with a white chair and desk visible.

**AREA OF ASSIGNMENT:
GUADALUPE NUEVO,
MAKATI CITY**

JR ACCOUNT OFFICER

- Graduate of any 2 or 4 year course
- Sales experience is an advantage but not required
- Has strong analytical and problem solving skills
- Familiar with computer applications such as MS Word/Excel and Powerpoint
- Organized and systematic

AUDIT ASST.

- Graduate of BS Accountancy/Internal Audit or any Business course
- Experience in auditing is an advantage but not required
- Fresh graduates are welcome
- Organized and systematic
- Keen to details

CUSTOMER SERVICE REPRESENTATIVE

- Graduate of any 4 year Business course
- Has at least 1 year experience in after sales service
- Has good oral and written communication skills

JOB ORDER CONTROL ASST.

- Graduate of any 4 year Business course
- Familiar with computer applications such as MS Word/Excel and Powerpoint
- After sales-service experience is an advantage but not required
- Customer service oriented
- Has ability to multitask in a fast pace environment

PAYROLL SPECIALIST

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- Graduate of any 4 year Business course
 - Fresh graduates are welcome
 - Willing to learn
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HR TRAINING ASST.

- Graduate of Bachelor of Science in Psychology, Behavioral Science or any related course
- Experience as training facilitator or the like is an advantage but not required
- Has strong interpersonal and analytical skills
- Has good oral and written communication skills
- Can work with minimum supervision

HR EMPLOYEE RELATIONS

- Graduate of Bachelor of Science in Psychology, Behavioral Science or any related course
- Must have exposure in dealing with employee discipline/misconduct, resolving and/or preventing employee conflicts and knowledgeable in handling disciplinary action
- Has strong interpersonal and analytical skills
- Good communication skills

MARKETING ASST.

- Graduate of Bachelor's Degree in Marketing Field

- Has at least one year experience in the Marketing field
- Has good oral and written communication skills

- Has good understanding of the current marketing concepts, strategies and practices
- Detail oriented

SENIOR MAINTENANCE STAFF

- Graduate of Industrial Technology or any related course
- With at least 2-3 years experience
- Has strong background in facilities and building maintenance such as electrical and technical troubleshooting
- Familiar with Computer application such as MS Word/Excel and Powerpoint
- Excellent organizational skills and capable to multi-task
- Pro-active, solutions focused and self motivated

MAINTENANCE STAFF

- Graduate of Industrial Technology or any related course
- With at least 2 years experience in the related field
- With Strong background in facilities and building maintenance such as electrical and technical troubleshooting
- Has excellent organizational skills and capable to multi-task
- Pro-active, solutions focused and self motivated

JANITOR

- High School Graduate
- Has at least 2-3 years work experience in housekeeping
- Pro-active, solutions focused attitude and self motivated

**AREA OF ASSIGNMENT:
FCIE, DASMARIÑAS,
CAVITE**



PARTS WAREHOUSE STAFF

- At least College level
- Preferably with 3 months experience in handling electronic parts
- Familiar with Computer application such as MS Word/Excel and Powerpoint



AREA OF ASSIGNMENT: SERVICE CENTERS





ACCOUNT OFFICER - CEBU

- Graduate of any 2 or 4 year course
- Sales experience is an advantage but not required
- Has strong analytical and problem solving skills
- Familiar with computer applications such as MS Word/Excel and Powerpoint
- Organized and systematic



DRIVER/WAREHOUSE ASSOCIATE

- Graduate of any vocational course
- Experience in warehousing is an advantage but not required
- Knows how to drive and with valid driver's license with R1,2,3
- Willing to be assigned in Cebu

**Interested candidates may
submit their resume' at
careers@kolinphil.com.ph**

or visit our Official Facebook Page:
<https://www.facebook.com/kolinphilippines>