

# JOB VACANCIES

## SALES ADMIN. ASSISTANT

- ✓ Graduate of any 4 year course
- ✓ Experience in Sales is an advantage but NOT required
- ✓ Pleasing personality; can deal with different types of people
- ✓ Highly proficient in Microsoft Office Application
- ✓ Good communication skills
- ✓ Willing to be assigned in Malabon City

## ACCOUNTING STAFF/BOOKKEEPER

- ✓ Graduate of Accountancy or other related course
- ✓ Male or Female
- ✓ Experience in Bookkeeping and/or Any Accounting related is an advantage
- ✓ Highly proficient in Microsoft Office Application
- ✓ Willing to be assigned in Malabon City

## GRAPHIC ARTIST

- ✓ Graduate of Bachelor or Associates degree from an accredited commercial art and design school
- ✓ Extensive knowledge in Graphic Design software's either Adobe Photoshop or Adobe Illustrator, Adobe In Design, Corel Draw , and 3D
- ✓ A passion for design and visual communication. Creativity is a must!
- ✓ Willing to be assigned in Malabon City

## SALES ACCOUNT EXECUTIVE

- ✓ Graduate of any business related course
- ✓ Experience in Sales is an advantage but NOT required
- ✓ Good communication skills
- ✓ Willing to do field work
- ✓ Highly proficient in Microsoft Office Application

## MERCHANDISING ASSISTANT

- ✓ Graduate of any 4 year course
- ✓ Proficient in Microsoft Office Application
- ✓ Good communication skills
- ✓ Willing to be assigned in Malabon City



# E-COMMERCE SALES COORDINATOR

- ✓ Graduate of any business related course
- ✓ Male or Female
- ✓ Good communication skills
- ✓ Highly proficient in Microsoft Office Application
- ✓ Knowledge in Photoshop is a plus
- ✓ Ability to increase sales in existing accounts and generate sales for new accounts
- ✓ Ability to work with minimal supervision
- ✓ Strong presentation, communication, organization and time management skills

**MAIN OFFICE:** #8 University Ave., Ext., Potrero, Malabon City.  
**ARANETA PLANT:** 602 Reparo Road, Libis Baesa, Caloocan City.  
**MEYCAUAYAN WAREHOUSE:** #125 Hulo Bagbaguin, Meycauayan City.

**Tel. No. 361-2242**

Look for Ms. Roxy Arellano or Niña Ambe

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