

JOB OPPORTUNITIES

ACCOUNTING ASSISTANT

- With experience in Accounts Receivable, Accounts Payable, Bookkeeping is an advantage but not required
- Newly graduate of BS Accountancy, BSBA major in Banking and Finance, Financial Management or any related course is a must
- Male/Female;
- Proficient in MS Excel, MS Word
- Good communication skills
- Must be fit for employment
- Possible locations: BGC Taguig, Makati

ADMIN ASSISTANT/OFFICE PERSONNEL

- Graduate of any 4 year course (BS Information Technology, BS Computer Science, BS Office Admin, BS in Business Admin, BS Marketing, BS Office Management, BS Financial Management, BS Psychology) or any related
- Male/Female;
- Must be proficient in MS Word and MS Excel, MS Outlook Express
- Can work with minimum supervision
- Good communication skills
- Must be personable
- For newly graduates: Must have an OJT experience in clerical works
- Must know how to use scanner, photocopying machine and fax machine
- Can easily get along with others
- Possible locations: Makati, Taguig BGC

MARKETING ASSISTANT

- Must be a 4 year course graduate of BS Marketing, BS Office Management or any related
- Male/Female;
- Fresh Graduates are welcome to apply (With On the Job Training in Marketing Department is an advantage)
- With good interpersonal skills
- Can work with minimum supervision
- Must be personable
- Proficient in MS Word, MS Excel
- Good communication skills
- Possible locations: Makati, Taguig BGC

TELEMARKETERS

- Graduate of any 4 year course
- Fresh Graduates are welcome to apply
- /Female;
- Very good communication skills
- Proficient in MS Word, MS Excel
- Must be personable
- Can work with minimum supervision
- Willing to be assigned in Manila, Makati



IT PERSONNEL, INFORMATION ASSOCIATE, ENCODER PROFICIENT IN PIVOT & VLOOK UP

- Graduate of 4 year course (BS Information Technology, BS Computer Science, BS Computer Engineering, BS Office Management, BS Business Admin or any related)
- Newly Graduates are welcome to apply for as long as with knowledge in using Vlook Up and Pivot, Data Validation, Sum If
- Good communication skills
- Proficient in MS Excel, MS Word, VLook Up, Pivot, Data Validation, Sum If
- Can work with minimum supervision
- Detail Oriented and able to meet deadlines
- Can easily get along with others
- Must be Fit for employment
- Possible location: Ortigas

MEDICAL PERSONNEL

- Graduate of any 4 year medical course graduate (BS Nursing, BS Radio Tech, BS Physical Therapy, BS Pharmacy) or any related
- Newly graduates are welcome (With On the job training is required)
- Male/Female;
- Proficient in MS Word, MS Excel
- Willing to work in shifting schedules
- Must be Fit for employment
- Willing to be assigned in Makati
- Must be detail oriented and organize

COMPANY NURSE

- BS Nursing Graduate; Newly Licensed Nurse/ Newly board passer without experience is welcome to apply
- Male/Female;
- Must be proficient in MS Excel, MS Word
- Must be friendly and can easily get along with others
- With experience in assisting patients in various health condition
- With experience in doing counseling
- Willing to be assigned in Parañaque

LOGISTIC STAFF

- Graduate of any 4 year course
- Male/Female;
- Proficient in MS Excel, MS Word
- Can work with minimum supervision
- Must have at least 5 months experience in logistic, warehouse or inventory
- Must be Fit for employment
- Must be organized and detail oriented
- Possible location: BGC Taguig



SUPPLY CHAIN ASSISTANT

- Graduate of any 4 year course
- Male; Female
- Must have at least 5 months experience in supply chain or purchasing
- Proficient in MS Word, MS Excel
- Detail oriented
- Can work with less supervision
- Must be Fit for employment
- Possible location: Ortigas, BGC Taguig

SALES ASSOCIATE

- Atleast 1st year in college
- Female at least 5'3 in height ; Male at least 5'6
- With experience as sales promo/promodizer/merchandiser
- Willing to be assigned in Malls
- Must be fit for employment
- Possible locations: SM North Edsa, SM Megamall, SM MOA, SM Manila Makati

OFFICE CLEANER

- Atleast Vocational Course
- Male; Female
- Must be Fit for employment
- Willing to work in Makati

Business Process Management – Project Staff (Industrial Engineering Graduates)

- Graduate of Industrial Engineering, Management Engineering, Business Administration or any related course
- Fresh Graduates are welcome to apply
- Must have good interpersonal and communications skills
- Male/Female
- Assists the department in encoding and documenting business processes.
- Performs time in motion studies, value stream mapping, and data collection as needed.
- Aids the Business Process Management department in developing and implementing process improvement projects and research surveys.
- Performs tasks that may be assigned by the immediate superior from time to time.

DERMA CLINIC ASSISTANT

- Candidate must possess at least College Graduates (Any Course) Graduate/Vocational Diploma/Short Course Certificate, Bachelor's/College Degree in any field.
- No work experience required
- Must be willing to undergo training
- Required skill(s): facial, customer service, sales and marketing, communication skills
- -Preferably Less than 1 year experience specialized in Personal Care/Beauty/Fitness Service or equivalent.
- Willing to work in Makati

COOK

- Candidate must possess at least High School Diploma, vocational Diploma / College Level or equivalent.
- For male candidates only
- Must have at least 2 years work experience in a restaurant/food court, specializes in Filipino cuisine, steak dishes
- Knowledgeable in menu costing, planning, writing kitchen reports
- Must be willing to work overtime and be assigned in different areas.
- At least 5'4 height
- Can start immediately.

FOOD COURT CASHIERS

- Candidate must possess at least High School Diploma, vocational Diploma / College Level or equivalent.
- Female;
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably 1-2 Yrs work experience in Food/Beverage/Restaurant Service or equivalent
- Must be willing to work overtime and be assigned in different areas.
- At least 5'2 height
- Pleasing personality
- Can start immediately.

GRILLMAN

- Candidate must possess at least High School Diploma, vocational Diploma / College Level or equivalent.
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably 1-2 Yrs work experience in Food/Beverage/Restaurant Service or equivalent
- Must be willing to work overtime and be assigned in different areas.
- At least 5'3 height
- Pleasing personality
- Can start immediately.

WAITER

- Greet and escort customers to their tables
- Male;
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
- Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
- Communicate order details to the Kitchen Staff
- Serve food and drink orders



- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Deliver checks and collect bill payments
- Carry dirty plates, glasses and silverware to kitchen for cleaning
- Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
- Follow all relevant health department regulations
- Provide excellent customer service to guest.

FOOD HANDLER

- Male;
- Without tattoo
- With or without experience
- Experience as Service Crew is accepted
- High School graduate can apply
- Work experience in Food/Beverage/Restaurant Service or equivalent will be an advantage.
- Must be willing to work overtime
- With complete and active requirements
- Can start immediately
- Locations: Quezon City, Manila, Cavite, Laguna Areas

AREA SUPERVISOR

- Candidate must possess at least a Bachelor's/College Degree, Business Studies/Administration/Management, Marketing or equivalent.
- At least 3 year(s) of working experience in the related field is required for this position.
- Preferably Supervisor / 5 Yrs & Up Experienced Employees specializing in Sales - Retail/General or equivalent.
- Highly skilled in driving manual vehicles.
- Can start immediately.
- Conducts audit and inventory reports on his assigned area
- Plans & creates marketing strategies to increase the sales
- Train the employees to work efficiently to ensure smooth and continuous operations
- Maintaining the employee attendance records and leave reports
- Managing appraisals and performance evaluation for employees
- Develop a working environment that is safe and achievement oriented
- Implementing the production plans with respect to the approved schedule
- Monitoring the on-going work and identifying the problems if any
- Finding appropriate solutions to the identified problems
- Initiate continuous improvements of technology and procedures for operating excellence
- Providing proper customer service by responding to their questions and complaints in a timely manner
- Develop disciplinary and behavioral standards for the employees and efficient working of the organization
- Supervising the daily operations branch office
- Ensuring that the employees are following safe work practices and company standards
- Keeping track of the expenses and developing operating budget
- Reviewing the plans of correction and approving them if necessary
- Communicating with the staff and employees to understand the problems and other important aspects



ROVING SUPERVISOR

- Candidate must possess at least Bachelor's/College Degree in Business Studies/Administration/Management, Marketing or equivalent.
- At least 3 Year(s) of working experience in the related field is required for this position.
- Preferably Supervisor/5 Yrs & Up Experienced Employee specialized in Food/Beverage/Restaurant Service or equivalent.
- Can start immediately.
- Oversee all operational activities in the assigned food courts.
- Monitor and control inventories of food, equipment, utensils, tools and report shortages/wastages to designated personnel.
- Creates work schedules and organized employee's timesheet.
- Encourages and motivate subordinates.

For interested applicants: Please email your updated resume in MS Word format and with 1x1 picture to: smisajon@peoplelinkph.com; imirole@peoplelinkph.com; jmayol-gojar@peoplelinkph.com; jtubil@peoplelinkph.com

Or you may drop by in our office for the assessment from Monday – Friday 9:00 am to 3:00pm.

Office Address: 3/F HighPointe Bldg. Don Chino Roces Avenue San Antonio Makati City (infront Pryce Center Bldg and our office is beside Café Puro)



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