



# Career Opportunities for



## Asialink Group of Companies

Suite 208 AIC Gold Tower, F Ortigas Jr. Road corner Garnet Road, Ortigas Center, Pasig City

**Tel.:** 706-0528; 706-0079; **Email:** [afc.recruitment@gmail.com](mailto:afc.recruitment@gmail.com)

### HR Assistant

- Graduate of Human Resource Development Management or Psychology
- Preferably with 6 months working experience in the field of Human Resource
- Must be accustomed to work in fast-paced environment, multi-tasking and has exemplary ability to handle administrative tasks under tight deadlines and pressures
- With excellent communication skills
- Highly organized, analytical and systematic
- Computer literate
- Fresh graduates are encouraged to apply

### Recruitment Officer

- Preferably with degree in Business Management, Sales or Marketing, Recruiting and Training
- Has good communication skills (both written and oral)
- Marketing skills, problem solving skills, presentation skills, and people-handling skills
- Should be persuasive, assertive, creative and result oriented
- Has ability to work under pressure and handle challenging situations
- Should have strong leadership ability and teamwork skills
- With good attention to details and accuracy
- Willing to do Fieldwork