



ADMINISTRATIVE ASSISTANT / SECRETARY

REQUIREMENTS:

- An Ideal candidate must possess at least a Bachelor's/College Degree in Business Management, Psychology, Secretarial course, Office Management and any other related courses
- Preferably with good verbal and written communication skills
- Exposure to REAL ESTATE environment is an advantage
- With pleasing personality, keen to details and a fast learner
- Should be able to work under minimum supervision
- MS-Office proficient

WHAT'S IN IT FOR YOU:

For Regular position
Allowances & Benefit packages

Applicants are requested to personally submit their resume with photo and a copy of their transcript of records to:

DAIICHI PROPERTIES INC.
Penthouse, The Talpan Place,
F. Ortigas Jr. Road (Formerly Emerald Ave.),
Ortigas Center, Pasig City

We entertain applicants between **9am-6pm Mondays thru Fridays**

You may also e-mail your resume to **careers@dpdiph.com**
Or **fax it thru 636-1000**

For further details you may call **(02) 637-4567 or 636-8888 local 124**
Look for **Ms. Juvy / Ms. Shane** of Personnel Dept.



COST ACCOUNTANT (FINANCE BUSINESS PARTNER)

Job Summary:

The position is to support the recommended solution by our company's Consultant (SGV) for improvement in the Purchase to Pay Process.

QUALIFICATIONS:

- Graduate of Bachelor in Science in Accountancy, Cost Accounting or other related course
- CPA is an Advantage
- Proficiency in MS-Office
- At least one (1) year of working experience in the related field is required (particularly in the process of ERP System Implementation)
- Highly analytical with excellent problem-solving skills
- A self-starter with strong organizational skills
- Solid verbal and written communication skills and decision making capabilities

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PARALEGAL ASSISTANT

JOB SUMMARY:

To assist in various concerns of the Legal & External Affairs Department, including but not limited to notarial work, coordination and liaison work with various governmental agencies and general administrative work.

WHAT YOU NEED TO SUCCEED:

- Must possess at least a Bachelor's Degree in Political Science, Legal Management, Business Administration or equivalent
- With 1-2 years related work experience
- Proficient and in depth knowledge in MS-Office
- Effective written and verbal communication skills
- A team player who can work with minimal supervision
- Fresh Graduates will also be accommodated

WHAT'S IN IT FOR YOU:

For Regular position
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Applicants are requested to personally submit their resume with photo and a copy of their transcript of records to:

DAIICHI PROPERTIES INC.
Penthouse, The Taipan Place,
F. Ortigas Jr. Road (Formerly Emerald Ave.),
Ortigas Center, Pasig City

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