



A company passionately engaged in an advocacy of an after-school enrichment program is in URGENT NEED of qualified personnel who are willing to share our goals and values to provide education in children in a fun, and meaningful way to develop their life skills.

ACCOUNTING ASSISTANT

- Bachelor's Degree in Finance/Accountancy or equivalent
- Minimum 1-2 years experience in General/Cost Accounting/Bookkeeping
- Highly analytical, has keen eye for details and result-oriented
- Trustworthy and can maintain the confidentiality of sensitive information
- Good verbal and written English communication
- Can work with minimum supervision



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www.galileoenrichment.com

APPLY NOW!

This position is for immediate hiring.

Qualified applicants may inquire or send their resume to

Email: hr@galileoenrichment.com

Telefax: (02) 845-1234

(02) 553-6193



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MARKETING SPECIALIST

- Bachelor's Degree in Marketing or a related field required
- Master's in Business or Marketing is an advantage
- Minimum of 4 years of extensive work experience in Marketing/Business Development or equivalent
- Strong analytical and communication skills
- High degree of motivation and passion to succeed
- Strong relationship-building, networking and leadership skills
- Ability to think strategically, yet implement at a tactical level



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TEACHER-FACILITATOR

Responsible for providing timely and efficient service to the learning center in the areas of instruction and learning center administration

- Female, not more than 35 years old
- Graduate of Education, Math, English, Psychology, Computer Science and other related courses
- Preferably with teaching experience in preschool to elementary levels
- Proficient in Math & English
- Articulate, sociable and able to multi-task
- Willing to work on Saturdays



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