



# Career Opportunities

for



## Powersteel Trading Specialist Corporation

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<p><b>HR Assistant - Recruitment</b></p> <ul style="list-style-type: none"><li>• College graduate, preferably of psychology, Behavioral Science, Human Resource Management</li><li>• With knowledge of psychological test administration and interpretation</li><li>• Good interviewing skills</li><li>• Good coordination skills</li><li>• Fresh graduates, or at least with 6 months related work experience</li></ul>	<p><b>Purchasing Assistant – Canvasser</b></p> <ul style="list-style-type: none"><li>• Candidate must possess at least College degree in Business/ Marketing/ Finance/ Accountancy or any related course</li><li>• At least 1-year experience as canvasser in related field</li><li>• Must maintain a positive relationship and present professional image to all current and potential suppliers</li><li>• Must have a strong communication and interpersonal skills</li><li>• Knowledgeable in different suppliers, item specifications and materials of steel products is an advantage</li><li>• Skillful in asking discounts to acquire items at the lowest</li><li>• Excellent in Microsoft office and knowledgeable in ERP system is an advantage</li></ul>
<p><b>Receptionist</b></p> <ul style="list-style-type: none"><li>• Graduate of any 4-year course</li><li>• With pleasing personality</li><li>• Very accommodating</li><li>• Good voice modulation</li><li>• Basic computer knowledge</li></ul>	<p><b>Accounting Manager</b></p> <ul style="list-style-type: none"><li>• Accounting graduate with CPA</li><li>• With 3 – 5 years related work experience in the same field</li><li>• Analytical</li><li>• With good leadership skills</li></ul>

<p style="text-align: center;"><b>Sales Representative</b></p> <ul style="list-style-type: none"> <li>• Handling sales phone calls and emails</li> <li>• Communicating with clients prior to their course and recording all correspondence</li> <li>• Makes telephone calls and in-person visits and presentations to existing and prospective customers</li> <li>• Meet or exceed monthly, quarterly and sales target</li> <li>• Establishes, develops and maintains business relationships with current customers and prospective customers</li> <li>• Develops clear and effective written proposals/ quotations for current and prospective customers</li> <li>• Collaborate with sales team and management to understand customer requirements, to promote the sale of company products, provide sales support, develop and carry out various promotional plans</li> </ul>	<p style="text-align: center;"><b>Public Relations Supervisor</b></p> <ul style="list-style-type: none"> <li>• College graduate, preferably Marketing, Mass Communication, Journalism, etc.</li> <li>• Pleasing personality</li> <li>• Excellent communication, interpersonal and writing skills;</li> <li>• Drive, competence, flexibility and a willingness to learn;</li> <li>• Excellent organizational and time management skills with the ability to multi-task;</li> <li>• Creativity, imagination and initiative;</li> <li>• Good teamwork, analytical and problem-solving skills;</li> <li>• Business awareness and a good knowledge of current affairs</li> </ul>
<p style="text-align: center;"><b>IT Technician</b></p> <ul style="list-style-type: none"> <li>• Graduate of Network Engineering, IT, Computer Technician courses</li> <li>• Knowledgeable in preventive maintenance and simple trouble shooting of equipments</li> </ul>	<p style="text-align: center;"><b>IT Supervisor</b></p> <ul style="list-style-type: none"> <li>• Computer &amp; IT related courses</li> <li>• With 3 to 5 years related work experience</li> <li>• Knowledgeable in PC repairs &amp; installation, Microsoft server installation and PC networking</li> </ul>