



Accounting Assistant

Job Description:

Successful candidate/s will ensure the effective implementation of the company's Credit Policies and Procedures, such as but not limited to checking and/or validating uploaded sales orders; encoding sales orders; encoding consigned stocks for sales orders processing, auditing of collections; encoding official receipts; preparing credit/debit notes; monitoring of Expanded Withholding Tax; analyzing customers' accounts receivables; handling petty cash of the branch (if applicable) including the remittances/ collections of Sales Team and performing such other tasks as may be assigned by the immediate superior.

Job Qualifications:

- Bachelor's degree in Accountancy/ Bachelor's degree in Commerce major in Accounting
- Ability to perform job with minimum supervision
- Ability to communicate information effectively
- Ability to work on multiple tasks and priorities
- Hard-working and willing to devote extra time and effort when necessary
- Results-oriented and proactive
- Ability to work in a fast-paced team environment
- Ability to establish and maintain an effective and positive working relationships with co-employees and external clients
- Computer literate (knowledge of MS Office; knowledge of SAP a plus)
- Impeccable integrity

Interested parties may send their resume to:

Philusa Corporation

Human Resources Department
28 Shaw Boulevard, corner Pioneer Street
Pasig City, Philippines, 1600
Contact no: 631-1731 to 40 local 223

You can also email it at: hrd@philusa.com.ph with the subject APPLICATION FOR (job position)





Sales Assistant

Job Description:

Successful candidate/s will be responsible for a variety of administrative and sales tasks such as but not limited to report generation, processing and following up on orders, expense reports, sales statistics; facilitate documentations for bids and accreditations; work with the national sales team to further enhance existing processes and procedures to ensure maximum efficiency; generate and compile reports for internal use that deal with external and internal queries in a professional and client-oriented manner; respond to potential customer inquiries and on an infrequent basis, cover customer support; and does other tasks as may be assigned by immediate superior.

Job Qualifications:

- Graduate of any four-year course, or its equivalent years of service to the company
- Computer literate (proficient in MS Office), SAP knowledge is a plus
- Very good oral and written communication skills
- Highly organized & detail-oriented
- Able to handle multi-tasking
- A team player and results-oriented
- Proactive, able to work with little supervision
- Hardworking & willing to devote extra time and effort when necessary
- Demonstrate sound work ethics & good at customer service relations
- Impeccable integrity

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The logo for Albatross, featuring the word "ALBATROSS" in a stylized, blue, curved font.

The logo for Apollo, featuring the word "Apollo" in a red, italicized font inside a red oval.

The logo for Babyflo, featuring the word "Babyflo" in a blue font with a water drop icon above the 'y'.

The logo for Cleene, featuring the word "Cleene" in a blue font inside a red oval with a white cross.

The logo for Mediplast Rhea, featuring the words "MEDIPLAST" in red and "RHEA" in green.



Distribution Business Representative/ Specialist

Job Description:

Successful candidate/s will be responsible for managing the overall Distributor operation, will formulate and execute Distributor Business Plans; improve distribution, merchandising, and service level retail stores; build rapport with Distributor and its personnel; and attends to customer concerns and issues, among others.

Job Qualifications:

- Graduate of any four-year course
- Actual knowledge of sales and marketing is an advantage
- Ability to communicate effectively, oral & written
- Good interpersonal skills and a team player
- Must have at least one-year driving skills and holder of Professional or Non-professional driver's license
- Ability to think strategically and can perform tasks with minimum supervision
- Computer literate
- Can post a bond
- Impeccable integrity
- Candidates are willing to be assigned anywhere in the Philippines

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The logo for Albatross, featuring the word "ALBATROSS" in a blue, stylized font with a white outline.

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The logo for Babyflo, featuring the word "Babyflo" in a blue font with a water drop icon above the 'y'.

The logo for Cleene, featuring the word "Cleene" in a white font inside a red cross shape.

The logo for Mediplast, featuring the word "MEDIPLAST" in a bold, red font.

The logo for Rhea, featuring the word "RHEA" in a bold, green font.



Key Accounts Representative/ Specialist

Job Description:

Successful candidate/s will manage a key account or group of key accounts as a business unit, including the assigned sales, expense and profit objectives; plan, implement and monitor strategies that would sustain and maximize profitable commercial relation with key customers; develop and keep a proactive link between the company and its key customers; and perform other related tasks.

Job Qualifications:

- Graduate of any four-year course
- Sales experience is a plus
- Possess **above average** skills on:
 - Oral and written communication
 - Analytical and sound problem-solving
 - Negotiation, interpersonal and stress management
 - Other important skill dimensions: prioritizing, multitasking, planning, organizing and project management
- Computer literate
- With impeccable integrity

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Philusa Corporation

Human Resources Department
28 Shaw Boulevard, corner Pioneer Street
Pasig City, Philippines, 1600
Contact no: 631-1731 to 40 local 223

You can also email it at: hrd@philusa.com.ph with the subject APPLICATION FOR (job position)





Regulatory Affairs Officer

Job Description:

The candidate, who will be responsible in handling renewal and filing of registration applications with Food and Drug Administration; monitoring and maintaining a systematic file of supplier's documents, agreements and product dossier; create and regulate Standard Operating Procedures in compliance with FDA standards; attend seminars, trainings, and public hearing; entertain customer inquiry regarding usage and product information and perform tasks as may be required by superiors.

Job Qualifications:

- College graduate with a degree in B.S. Pharmacy
- PRC license holder
- Computer literate (proficiency in MS Word, Excel, PowerPoint)
- Very good communication skills, both oral and written
- Highly-organized and with good time management
- Resourceful, results-oriented and proactive
- Hard-working and willing to devote extra time and efforts when necessary
- A team player and good customer service orientation
- Ability to perform job with minimum supervision
- Driving experience and holder of non-professional driver's license is a plus
- Impeccable integrity

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Human Resources Department
28 Shaw Boulevard, corner Pioneer Street
Pasig City, Philippines, 1600
Contact no: 631-1731 to 40 local 223 or 304

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