

Position: HR AND ADMIN STAFF (1)

Qualifications:

- Graduate of Bachelor of Science in Psychology or Bachelor of Science in Human Resources Management or other related courses.
- With work experience as a HR/Admin Staff in manufacturing industry is an advantage.
- Computer literate, knowledgeable in MS Office applications
- Knowledgeable in time keeping and recruitment process.
- With good moral character and analytical skills,
- Newly graduates are welcome to apply.
- Amenable to work in Valenzuela City
- Can start immediately.