

Location	Intramuros, Manila
Position	<b>COMPLIANCE/CORSEC STAFF</b>
Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Coordinate administrative support for directors as necessary</li> <li>2. Coordinates Management Committee (MANCOM), Unit Heads and Procurement meetings/activities</li> <li>3. Responsible for preparation and distribution of Per Diem to the Board of Directors.</li> <li>4. Places, receives, and screens telephone calls.</li> <li>5. Provide minutes of the meeting for document purposes</li> <li>6. Assist and support the Compliance Head to ensure that all activities are carried out in compliance with the company standards for health, safety, environment, and quality.</li> </ol>
Education	Graduate of any 4-year course
Skills Required	With at least 6 months to -1 year of job-related experience . Good in written and oral communication, strong time management and organizational skills
Job Type	Permanent, Regular
Job Level	General Staff
Rate	Php 19,744.00
Benefits and Allowances	<ul style="list-style-type: none"> <li>- 13th month and 14th month</li> <li>- De minimis Benefit</li> <li>- Personnel Economic Relief Allowance</li> <li>- Paid Leaves</li> <li>- Other benefits as provided by law</li> </ul>