**DESIGNER**

**Responsibilities/Duties**
- Conceptualizes, plans, designs, and furnishes interior environments of any nature.
- Selects and designs furnishings, art works, accessories and custom-built projects.
- Advises client on interior design factors, such as space planning, layout and utilization of furnishings and equipment, color schemes, and color coordination.

**Education/Experience**
- College Graduate, preferably Interior Design, Architecture or Industrial Design, or equivalent experience if not a college graduate.
- Fresh graduates are welcome to apply

**Skills/Knowledge**
- Knowledgeable in Auto Desk 3D Max Design, Adobe Photoshop, Auto Cad, Corel Draw
- Aptitude for technical knowledge and illustration

**COST ENGINEER / ESTIMATOR**

**Responsibilities/Duties**
- Responsible in doing Bill of Materials for every project assigned
- Comprehends different types of alternative materials that can be used for projects
- Aptitude for technical knowledge and illustration

**Education/Experience**
- College Graduate of Architecture, Civil Engineering, Industrial Design, Interior Design, or equivalent experience if not a college graduate.
- Fresh graduates are welcome to apply

**ACCOUNTING CLERK**

**Responsibilities/Duties**
- Computes total project cost using base documents available and assigns/allocates the total costs of different projects.
- Receives and verifies invoices and requisitions for projects and services.
- Analyzes actual project costs and prepare periodic reports comparing standard costs to actual costs.
- Records cost information for use in controlling expenditures.
- Provides management with reports specifying and comparing factors affecting prices and profitability of products or services.
- Conducts physical inventories and reconciles with records.

**Education/Experience**
- Bachelor of Science in Accountancy

**HR ASSISTANT**

**Responsibilities/Duties**
- Coordinates work flow and procedures concerning Attendance Reports and Payroll of Project Based Workers.
- Assisting with the day-to-day efficient operation and on site visiting and manpower auditing
- HRIS Data entry, maintenance and report creation for Project Based Employees.
- Maintains and updates all control files and records pertinent to Human Resources.
- statutory benefits.

**Education/Experience**
- Graduate of AB or BS Psychology/Human Resource Management/Behavioral Science or equivalent

**ACCOUNT SALES DESIGNER /ACCOUNT SALES EXECUTIVE**

**Responsibilities/Duties**
- Proactively conducting sales and closing of sales.
- Actively front lining the Sales and Marketing efforts of the company.
- Client Search
- For Account Sales Designer, Conceptualizes, finds solutions and prepares design concepts draft out of client’s requirements by hand or computer.

**Education/Experience**
- College Graduate, preferably in Interior Design, Architecture or Industrial Design, or equivalent experience.
- Related sales experience in Interior Designs, Displays, Shop Fittings and Exhibition Industry is an advantage
- Fresh graduates are welcome to apply

You may send your resume at hrd@centrex.ph
Or you may apply personally at
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Website: http://www.centrex.ph