COMPANY INFORMATION:
Company Name: Forza Integrated Corporation
Company Address: 147 William St. Pasay City
Type of Industry: Service Industry
Phone No: 550 1004
Fax No: 882 7364

JOB INFORMATION:
Requirement: Employment
Designation: Admin. Assistant Manager
Employment Status: Regular
Salary/Allowance: 19,000++
Opening Date: Closing Date:

Job Description:
Analyzes and recommends processes necessary for supporting administrative needs of the company and its clients. Has strong ability to manage facilities and ensure a safe and productive working environment.

Qualifications:
- Male, 25-30 years old
- Graduate of Engineering courses or business management courses
- Preferably with at least 3 years experience in administration management, warehouse management and building management and intensive knowledge in handling logistic operation
- Computer literate, good oral and communication skills, can do liaison and field work

For Agency:
POEA License: 

To all interested applicants, Please send your updated resume to:
Contact Person: Arcelyn Madamba
Designation: HRRD Manager
Email Address: hrrd_agm@forzaintegrated.com
Tel./Fax No: 550 1004
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- Analyze and recommends processes necessary for supporting administrative needs of the company and its clients.
- Provides timely and accurate administrative support to other departments within the company.
- Ability to manage facilities and ensure a safe and productive working environment.
- Ability to provide control on departmental budgets on supplies and other materials.
- Manages the distribution of supplies and materials both internal and external.
- Manages and tracks assets and other inventories.
- Checks and validates all warehouse document transactions and performs reconciliation to maintain accuracy and integrity of inventory conformance.

- Male
- 23-28 years old
- Candidate must be a graduate of Civil Engineering
- At least 2-3 years experience in related functions
- Excellent communication and written skills, particular with details
- Knowledge in AUTOCAD and drafting of office design/layout is an advantage

### Qualifications:

### ATTACHMENTS

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<th>For CCS use only</th>
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<tr>
<td>ROSETTE EIRA E. CAMUS</td>
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<td>Placement Director</td>
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**Contact Person:** Arcelyn Madamba  
**Designation:** HRRD Manager  
**Email Address:** hrrd_agm@forzaintegrated.com  
**Tel./Fax No:** 550 1004