OFFICE MANAGER

Responsibilities:
- Research, acquire and submit all government paperwork needed to open a business entity in the Philippines
- Inspect, negotiate and acquire an office space
- Handle all administrative tasks involved in opening an office
- Manage and create job postings

Further Responsibilities:
- Office administration
- Employee management
- Finance management
- Human Resources

Required experience:
- Office administrative work
- Human Resources: interviewing and hiring candidates

Preferred skills:
- Accounting
- Book keeping
- Filing of taxes

Timeline: start work immediately; open office by March 2013

PHP DEVELOPER

Job Description:
We are a software company based in the USA, seeking dedicated Full-Time programmers experienced in PHP, and all PHP frameworks (CodeIgniter, Yii, Zend, etc). Applicant must be able to show fluency in PHP, and all PHP frameworks (CodeIgniter, Yii, Zend, etc), MySQL and complex SQL queries. Applicant will be communicating daily with USA project managers and developers in order to coordinate tasks and projects. A physical location to work will be provided in 3 months' time in Metro Manila.

Requirements:
-	Expert in PHP language
-	Expert in MySQL databases and SQL queries
-	Expert in HTML and CSS
-	Expert in using PhpMyAdmin and cPanel tools
-	 Expert in using Redmine or similar project management tools.
-	Expert in using subversion or similar source control tools.
-	Proficient in JavaScript and Ajax
-	Proficient with PHP frameworks such as codeigniter and Zen frameworks
-	Proficient in open source shopping carts (Zen-Cart and Magento)
-	Proficient with tools such as FTP, SSH, etc.

Hours:
-	40 hours per week (No part time or weekend developers please.)
-	Can work at least 2 hours during the timeframe of 9am – 7pm Pacific Standard Time (PST) per day.

PHP PROGRAMMER

Job Description:
We are a software company based in the USA, seeking dedicated Full-Time programmer familiar with Zen-Cart and OSCommerce, an open source shopping cart. Will be updating front end website in PHP/HTML/CSS, as well as features in the backend. Codeigniter knowledge a plus.

Requirements:
- Expert in PHP language
- Expert in MySQL databases and SQL queries
- Expert in HTML and CSS
- Expert in using PhpMyAdmin and cPanel tools
- Expert in open source shopping carts (Zen-Cart and Magento)
- Expert with tools such as FTP, SSH, etc.
- *Proficient in* using Redmine or similar project management tools.
- *Proficient in* using subversion or similar source control tools.
- *Proficient in JavaScript and Ajax*
- Proficient with PHP frameworks such as codeigniter and Zen frameworks

Hours:
- 40 hours per week (No part time or weekend developers please.)
- Can work during the timeframe of 9am – 6pm Pacific Standard Time (PST) per day.