Engineering Positions:

- **Assistant Cost Engineer**

Non-Engineering Positions:

- **Budget Controls & Analysis Officer**
  Initiates, formulates and updates budget-related policies, procedures and strategies for relevance and ensures effective implementation. Examines budget estimates and proposals for completeness; accuracy; and conformance with established procedures, regulations, and organizational objectives. Facilitates company’s budgeting process by providing relevant budget inputs/guidelines, including budget assumptions, for all units. Consolidates and analyzes corporate budget and forward plans as well as operating expenses budgets.

- **Treasury Supervisor**
  Oversees Funds Management, Cash Flow Projections and bank coordination. Oversees cashiering and check preparation functions. Reviews check vouchers, checks, petty cash fund replenishments, and other disbursements to ensure compliance with Internal Approving Procedures and other policies affecting disbursements. Monitors loans documentation and ensures compliance to loan covenants and other bank requirements.

- **Internal Audit Supervisor**
  Understanding internal control concepts and experience in applying them to plan, perform, manage and report on the evaluation of various business processes/areas/functions. Ability to work independently, with limited direction and guidance. Understanding of internal auditing standards, COSO and risk assessment practices. Understanding of the technical aspects of accounting and financial reporting.

- **Receptionist**
  Ensures efficient answering and transferring of incoming calls. Greets clients and visitors. Collects and distributes mails. Attends to customer’s inquiries and coordinates with concerned people.

- **Tax/Commission Assistant**
  Handles and coordinates activities involving the preparation of journal entries, posting/reconciliation of general ledger and subsidiary ledgers. Preparation of monthly trial balances and financial statements draft, reviews all accounts payable vouchers. Prepares reconciliation statements, analyses and schedules of assigned financial statement accounts, and perform related functions.
For further information on the employment opportunities, please contact:

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HR Supervisor                  HR Specialist
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We also encourage you to visit our website at www.ortigas.com.ph to learn more about Ortigas & Company.

We look forward to partnering you soon!

Very truly yours,
Anariza M. Macario