



Jill Santos-Cua & Co., CPAs
Constantly Reinventing. Relentlessly Innovating. Endlessly Improving.

ACCREDITATIONS: Board of Accountancy (BOA), Bureau of Internal Revenue (BIR), Bangko Sentral ng Pilipinas (BSP), Cooperative Development Authority (CDA), Energy Regulatory Commission (ERC), National Electrification Administration (NEA), Securities & Exchange Commission (SEC), Philippine Retirement Authority (PRA)
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URGENT HIRING

POSITION: ADMIN STAFF

JSC & Co., CPAs is seeking to employ motivated and qualified individuals for the above mentioned position. The position is responsible for a variety of administrative and clerical tasks. Duties of the Administrative staff include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Applicants must at least qualify to the following requirements:

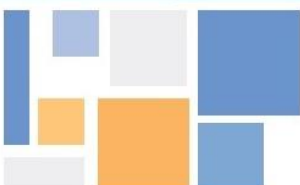
- Must be a graduate of any 4-year college course (Business Courses preferred)
- Proficient in Microsoft Office
- Must be willing to travel and/or assigned in another offices when the need arises.
- With good interpersonal and communication skills
- Must have a multi-tasking skills and attention to details
- Must be trainable and can work under pressure

How to Apply?

Kindly submit your application letter and resume through E-mail to

keziafernandez11@gmail.com

www.santos-cua.com | www.icpartners.it



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