Job Openings

Documentation Specialist

- Candidate must possess at least a Bachelor’s/College Degree in Business Studies/Administration/Management, Marketing or equivalent.
- At least 1 year of working experience specializing in Real Estate, Documents Management, and Credit and Collection.
- Candidates should be organized, detail oriented and comfortable in preparing mathematical computations.
- Candidates should possess good communications skills in English with excellent customer relation skills.
- Must be organized and flexible.

Account Specialist

- Must possess at least a Bachelor’s/College Degree in Accountancy.
- Computer literate with above average communication skills.
- Customer-oriented, trustworthy and hardworking.
- Candidates must be willing to work beyond normal hours.
- Applicants who can start immediately are encouraged to apply.

Front Desk Associate

- Must be a graduate of any 4 year degree course.
- Must be smart, flexible with exceptional people skills.
- Must be proficient in English language.
- Fresh graduates are encouraged to apply.

Sales Management Specialist

- Candidate must possess at least a Bachelor’s/College Degree in Mathematics, Business Studies/Administration/Management, Commerce, Economics or Finance.
- Must be proficient in MS Excel Functions.
- Must be comfortable with numbers and keen attention to details.
- Must have above average communication and presentation skills.
- Must be detail oriented, flexible and able to work in a fast-paced environment.

Leasing Specialist

- Graduate of any 4 year Business related course/s.
• Must have experience in leasing commercial and residential units.
• Computer savvy, systematic and highly organized.
• Keen in prospecting, can close a sale, can network with brokers, can execute marketing activities.
• Presentable with above average communication skills.
• Must be hardworking, persistent, committed, has sense of urgency and detail-oriented.
• Candidate must be willing to be assign in Carmona Cavite or in Makati City.
• Full-time positions available.

Collections Specialist

• Candidate must possess at least a Bachelor’s/College Degree in Banking and Finance/Management/Accountancy.
• Preferably with at least 1 year substantial documentation and collection experience in a real estate or banking industry.
• Must have above average communication skills.
• Must be computer literate.
• Must be organized and detail oriented.
• Applicants must be willing to work in Makati City.
• Full-time positions available.

Interested applicants are requested to visit our Main office at the 21st Floor Pacific Star Building, Buendia corner Makati Avenue, Makati City. Please call our recruitment hotline at 7935530 for more details.