SUPPORT GROUP

Application Developer

Responsibilities:
- Confidently writes the four basic SQL statements
- Assists in the design, coding and testing of technical solutions
- Prepares written business correspondence that is coherent, grammatically correct, and professional

Requirements:
- Graduate of BS Computer Science or equivalent
- At least 3 years of experience in database design, logic specifications writing, application development (web), etc
- Proficient with MS SQL, Visual Basic, VB.net
- Understands standard systems development lifecycle processes and applies methodology effectively on client engagements
- Can clearly articulate ideas and thoughts verbally

Implementation Analyst

Responsibilities:
- Documents client organization’s industry and competitive position
- Assists in the collection and consolidation of required information and data
- Accurately and efficiently executes test plans
- Prepares written business correspondence

Requirements:
- Graduate of BS Computer Science, Industrial Engineering or equivalent
- At least 1 yr experience in business process review, business analysis, database design, functional specs writing, system analysis, etc
- Understands project plans and is able to clearly articulate roles, project goals and timelines
- Understands basic internet and client/server architectures
- Proficient in Microsoft Office suite
Project Specialist for Business Development

Responsibilities

- Plans, directs and coordinates activities of staff involved in developing and implementing procedures pertaining to disposal of company's assets
- In-charge of preparing, directing and coordinating deliverables of documentation as agreed by both parties
- Monitors project status of all properties acquired
- Contract preparation, implementation and monitoring of deliverables and payment

Requirements:

- Graduate of Business course / Communication (with MBA units an advantage)
- Background in Finance and Real Estate
- Computer Literate
- Good communication skills
- Has background/knowledge with legal matters and tax implications
- Experience with Project Management

Sales Coordinator

Responsibilities

- Facilitate Documentation requirements
- Interact with sellers
- Analyze concerns of clients

Requirements:

- Graduate of Business related courses
- Pleasing personality
- Can interact with sellers/clients
- Computer literate especially in excel

Marketing Operations Specialist

Responsibilities:

- Validate marketing plan for project visibility by identifying strategic spots with high target reach
- Mount events/open-houses/project briefing activities
- Develop and implement merchandising plan
- Regularly monitor presence and adequacy of collateral and merchandising materials
- Warehousing and inventory of all merchandising and collateral supplies and assets
- Develop quarterly calendar and implement booth exhibits displays in malls and major establishments
- Conduct spot checks among suppliers or agencies to ensure adherence to artworks
Qualifications:
- College graduate, preferably Bachelor's degree in Marketing, Business Management/Administration or equivalent
- Proficient in MS Office Suite, project management tools and applications (GANTT, timetables/calendars)
- Good verbal & written communication skills
- Work experience on marketing services/real estate is an advantage

Leasing Officer
Requirements:
- Graduate of business-related course
- At least 2 years experience in real estate industry
- Experience in supervisory role
- Excellent oral and written communication skills in English language
- Keen to detail and well-organized

Internal Auditor
Requirements:
- Graduate of BS Accountancy
- At least 1 year of relevant experience
- Analytical, assertive and resourceful
- Excellent oral and written communication
- Can work well under pressure
- Knowledgeable on computer applications such as MS Office
- Good interpersonal skills
- Willing to conduct field works

Treasury Assistant
Requirements:
- Graduate of any 4-year business course preferably in Finance and Accountancy
- Preferably Female; between 23-30 years old
- MS Office Applications savvy
- Meticulous, organize and keen on details
- Must have basic knowledge and familiarity on banking transaction
- Knowledgeable in IFCA, is an advantage

Remedial Assistant
Requirements:
- Graduate of BS Accountancy
- Male/Female; not more than 30 years old
• Minimum of 3 years experience in budgeting/accounting in real estate industry
• Knowledgeable in loan restructuring
• Good analytical skills and energy to thrive in a fast-paced and dynamic environment
• Excellent in Microsoft programs
• Can work under minimal supervision
• Can work under pressure

Leasing Coordinator
Requirements:
• Graduate of any 4-year course
• Excellent oral and written communication skills in English language
• Excellent in basic computer programs such as Microsoft Office
• Keen to detail and well-organized
• Experience in real estate industry and/or leasing is an advantage
• Fresh graduates are welcome to apply

Credit and Collection Assistant
Requirements:
• Graduate of BS Accountancy or any business-related course
• Male/Female; 22 - 35 years old
• With at least 2 years Credit & Collection experience
• With high analytical skills
• Can work with minimal supervision
• Computer-literate

Credit and Collection Assistant
Requirements:
• Graduate of BS Accountancy or any business-related course
• Male/Female; 22 - 35 years old
• With at least 2 years Credit & Collection experience
• With high analytical skills
• Can work with minimal supervision
• Computer-literate

Management Trainee - Operations
Requirements:
• Candidate must have a degree in BS Administration/Management, Commerce, Economics, Finance/Accountancy or any allied courses.
• Applicant with at least a year exposure on operational function in real estate industry, has an added advantage
• Demonstrate commitment, teamwork and eagerness to learn
• Strong analytical, problem solving and communication skills
• Fresh graduates with excellent academic records are welcome to apply
• Pleasing personality and consistently wears professionalism at all times
**Project Development Specialist**

**Requirements:**
- Graduate of BS Civil Engineering
- With at least 1 year work experience in Project Management, Project Development, Planning, Construction or Sales and Marketing
- Can work with all levels across functional units of the organization
- Analytical and results oriented
- Excellent oral and written communication skills in English language

**Turnover Assistant**

**Responsibilities:**
- Timely turnover of high-quality unit to client
- Completion of the units based on the handover conditions as stipulated in the contract between DMCI Homes and the client
- Proper orientation to client on the prerequisites as well as requirements prior to unit turnover such as installation of utilities such as electricity, water, telephone and cable TV, closing fees, association dues, joining fees, and client's 100% satisfaction in accepting his unit

**Qualifications:**
- Male/Female
- Not more than 30 years old
- 4 year business course graduate or Mass Communications
- Preferably with related work experience
- Willing to do fieldworks
- With above average communication skills
- Open to fresh graduates

**Finance Assistant**

**Requirements:**
- Graduate of any business-related course
- With experience in Finance
- Customer-oriented
- Possesses communication skills
- Analytical
- Can adapt to new environment
- Experience in interacting with all kinds of people
- Knowledge in preparing reports
- Computer-literate
TECHNICAL

Civil Engineer
Requirements:
• Registered Civil Engineer
• Male/Female; at least 23 years old
• Minimum of 1 year relevant work experience on horizontal and vertical construction
• Person of good moral character and a team player
• Outstanding communication skills both written and verbal
• Fresh graduate with license are encouraged to apply

Drawing and Documents Controller
Responsibilities:
• Ensure drawings are logged and filed accordingly
• Preparation of shop drawing
• As-Built preparation/ completion
• Secures shop drawing from Supplier and Subcontractor

Requirements:
• Graduate of Architecture or Architectural/ Industrial Drafting
• Male/Female; not more than 30 years old
• With at least 1 year experience on architectural design, cadd management, Shop drawings
• Knowledgeable on methods and materials of construction and design principles
• Excellent on CADD application
• Team player with above communication and interpersonal skills
• Fresh graduates applicants are encouraged to apply

Geodetic Engineer
Responsibilities:
• Conduct various land surveys such as relocation, topographic, etc.
• Prepare subdivision plan, condominium plan, survey report, vicinity maps, etc.
• Collect, analyze, and interpret geographic information.

Qualifications:
• Registered Geodetic Engineer
• Knowledgeable of basic geodetic / surveying instruments
• Can adapt in a fast paced environment
• Team player with above average communication and interpersonal skills
Safety Officer
Responsibilities:
- Report or review findings from accident investigations, facilities inspections, or environmental testing
- Maintain and apply knowledge of current policies, regulations, and industrial processes
- Inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment

Qualifications:
- Graduate of any engineering courses; Civil, Electrical and Mechanical
- Male/Female; not more than 35 years old
- Minimum 2 years experience as Safety Personnel gained from construction firm or the like
- Certificate holder of Occupational Safety and Health training
- Above average oral and written communication skills
- Applicants should be Filipino citizens or hold relevant residence status

Equipment Manager
Responsibilities:
- Efficiently plans movement and deployment of equipment in coordination with the schedule of all DMCI projects
- Program maintenance of all equipment ensuring these are in good operating condition
- Prepares billing and for all equipment deployed to projects. Checks and process billing for those that are being rented outside DMCI Homes
- Ensures that all equipment are being properly utilized
- Supervises all equipment-in-charge and motorpool personnel assigned to different projects
- Liase with DMCI-Equipment Management Division to ensure compliance with DMCI standard policies and procedures

Qualifications:
- Male
- Not more than 45 years old
- Graduate of Mechanical Engineering or any related course
- Atleast 5 years related work experience
- Willing to do fieldworks
- Flexible working schedules
- Can render overtime

Bea Jazmin | Human Resources
DMCI Homes Corporate Center | 1321 Apolinario St., Brgy. Bangkal, Makati City PH 1233
Tel: 555.7777 local 7446 Fax: 8566854 bijazmin@dmcihomes.com