Position: Executive Assistant to the CEO and the President
Department: Executive Office

This is an excellent opportunity for the right person to get training and exposure to the running of a business, particularly in the real estate industry, early in his/her career.

JOB DUTIES AND RESPONSIBILITIES

1. To work closely with the CEO and the President and as such has to know all the details pertaining to the entire operations of the Company; attend company-related meetings called for by the CEO and the President.

2. Monitor and coordinate completion of tasks delegated by the CEO and the President to the Vice Presidents and the Managers and ensure weekly/monthly/quarterly/annual management reports are produced and submitted at the prescribed deadline outlining progress on all projects/tasks.

3. Prepare the Executives for all internal/external meetings by providing pertinent information needed which may include administrative and financial reports through the conduct of data gathering and analysis and compilation and interpretation of information.

4. Undertake special projects that may not fall under the responsibility of specific functional managers.

5. May, at times, conduct research that will in turn help the Executives in making important business decisions.

6. As needed, will analyze administrative and operational functions; review policies, procedures and systems for efficiency; implement appropriate changes and system improvements.

7. Represent the Executives in some meetings, particularly with outside entities such as major clients or government officials.

8. Any and all other tasks that may be assigned from time to time.

PERSONAL CHARACTERISTICS

1. Must be flexible in order to be able to undertake a variety of tasks. Must have a good mix of analytical ability and people skills.
2. Must be capable of multi-tasking and of setting his/her own deadlines.

3. Must be results-oriented and capable of operating without much supervision once goals and objectives have been agreed upon.

BUSINESS EXPERIENCE AND ACADEMIC QUALIFICATIONS

1. Prior business experience is preferred. Fresh College Graduates with good academic qualifications and appropriate personality will be considered.

2. Degree in Business, Accountancy, Economics or Engineering or a related field.

For more information, please contact our HR Office or send your Curriculum Vitae with 1-pager application letter, current photo and scanned latest school transcript of records to: recruitment@geoestate.com.ph.

Recruitment Hotline: (632) 856.5656 local 111

Position: PROPERTY CONSULTANT
Department: Sales

Job Description:

Promote and Sell the company’s real estate developments located in the Makati CBD, Alabang and Bacoor with overseas selling assignment to those interested and qualified.

Qualifications:

1. Has a good network of potential buyers
2. Seriously looking for a great career in real estate sales
3. Good moral character
4. Trustworthy
5. Ambitious
6. Energetic
7. Persistent
8. Honest

“Fresh graduates are most welcome.”
Compensation:

Good monthly allowance plus attractive commission.

For more information, please contact our HR Office or send your Curriculum Vitae with 1-pager application letter, current photo and scanned latest school transcript of records to: recruitment@geoestate.com.ph.

Recruitment Hotline: (632) 856.5656 local 111