OURYES CORPORATION

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OURYES CORPORATION is looking for a dynamic individual to fill-in the following positions.

Explore new and exciting opportunities with us!

HEAD TELLER

QUALIFICATIONS:

- Female
- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance, Accountancy or Marketing.
- With at least four (4) years of working experience in Banking/Financial Services is required for this position.
- Willing to work on shifting schedules.
- Proficient in Windows based programs such as Excel and Word.
- Excellent oral and written communication skills.
- Highly organized with a keen attention to details.
- Can compose simple business correspondences.
- Excellent people management skill.
- Willing to undergo training.
SENIOR TELLER

QUALIFICATIONS:

- Female
- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance, Accountancy or Marketing.
- With at least two (2) years of working experience in Banking/Financial Services is required for this position.
- Willing to work on shifting schedules.
- Proficient in Windows based programs such as Excel and Word.
- Excellent oral and written communication skills.

ACCOUNTING ASSISTANT

QUALIFICATIONS:

- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance, or Accountancy.
- With at least one (1) year of working experience in the said field.
- Must be knowledgeable in general accounting principles. Familiarity in processing permits and licenses is also preferred.
- Must have a good knowledge in handling and recording money.
- Proficient in Windows based programs such as Excel and Word.

ACCOUNTING CLERK

QUALIFICATIONS:

- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance, or Accountancy.
- With at least one (1) year of working experience in the said field.
- Must be knowledgeable in general accounting principles.
- Must have a good knowledge in handling and recording money.
- Proficient in Windows based programs such as Excel and Word.
MARKETING EXECUTIVE

QUALIFICATIONS:

- Female
- Not more than 35 years of age
- Graduate of Commerce, Business, Marketing or equivalent
- Has an excellent oral and written communication skills and people skills
- With pleasing personality, superior recruitment capabilities

ACCOUNTING CLERK - Bookkeeper

QUALIFICATIONS:

- Male or Female
- Not more than 27 years of age
- Graduate of BS Accountancy or equivalent
- Proficient in MS Office Application, advanced knowledge in MS Excel application is important
- Honest, trustworthy and independent
- Keen on details, accurate and willing to undergo training
- Must have the ability to work under minimal supervision

JUNIOR TELLER

QUALIFICATIONS:

- Female
- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance, Accountancy or Marketing.
- Relevant work experience is an advantage
- Proficient in Windows based programs such as Excel and Word
- Excellent oral and written communication skills
- Keen on details, accurate and willing to undergo training
- Willing to work on shifting schedules
- Fresh graduates are encouraged to apply
ACCOUNTING SUPERVISOR

QUALIFICATIONS:

- Candidate must possess at least a Bachelor’s Degree in Accounting. CPA board pass will be an advantage.
- With at least four (4) years of working experience in General Accounting. Must possess expertise level in the knowledge of whole facet of Accounting.
- Proficient in Windows based programs such as Excel and Word.
- Strong analytical and problem solving skills, with excellent oral and written communication skills.
- Highly organized with a keen attention to details.
- Excellent people management skill.
- Can maintain high level of confidentiality.

ACCOUNTANT

QUALIFICATIONS:

- Female
- Candidate must possess at least a Bachelor’s Degree in Business Administration, Commerce, Banking and Finance or Accountancy.
- With at least two (2) years of working experience in the said field.
- Must be knowledgeable in general accounting principles.
- Detail-oriented, can maintain high degree of confidentiality and is able to meet deadlines.
- Proficient in Windows based programs such as Excel and Word.

EXECUTIVE ASSISTANT

QUALIFICATIONS:

- Female
- Not more than 30 years of age
- Candidate must possess at least a Bachelor of Science in Nursing.
- Excellent communication and interpersonal skills.
- Knowledgeable in Windows based programs such as Excel and Word is an advantage.
- Willing to travel.
- Must be physically and mentally fit (without pre-existing condition).
- Honest and can keep confidential information.
- Fresh graduates are encouraged to apply.
MESSENGER

QUALIFICATIONS:

- Male
- Candidate must have completed at least 2nd year in College or any vocational course in any field. A Bachelor’s Degree in Business Administration, Commerce or Banking and Finance is an advantage.
- Strong attention to details.
- Must have a good knowledge in handling, depositing and recording money.
- Knowledgeable in Windows based programs such as Excel and Word is an advantage.
- Willing to work on shifting schedules and do field works.
- Willing to undergo training.
- Must be physically and mentally fit (without pre-existing condition).
- Fresh graduates are encouraged to apply.