PROJECT DEVELOPMENT ASSISTANT
• Graduate of Business Course
• With exposure in conducting market research and competitive survey, feasibility studies
• Fresh graduates/ entry level are encouraged to apply
• Applicant must be willing to work in Alabang, Muntinlupa.

ADMINISTRATIVE ASSISTANT
• Graduate of 4 year course
• Must have at least 1-4 years experience in providing administrative duties to a Department Head
• Must be willing to work in Taguig and Tanza Cavite.

SERVICE DESK REPRESENTATIVE
• Graduate of any 4 year course
• Equipped with excellent phone and customer service skills
• Customer focused, attentive to details, have high tolerance for stress and possess good interpersonal skills
• Applicants must be willing to work in Edsa, Mandaluyong

OPERATIONAL SUPPORT STAFF
• Candidate must possess at least a Bachelor’s/College Degree in Business Studies/Administration/Management or equivalent.
• Attentive to details, have high tolerance for stress and possess good interpersonal skills
• Proficiency in the use of MS Office Program.

Interested applicants may email resumes to hrd@filinvestland.com or visit our website www.filinvest.com.ph. You may also hand-carry resumes to:

FILINVEST LAND, INC.
79 Edsa Highway Hills, Mandaluyong City
c/o Geraldine Satpram